



IBSU

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QUALITY MANAGEMENT SYSTEM DOCUMENTS**

Scientific Journal Regulation School of Law and State Governance

Approved on 22/06/2022 by Faculty Board - Minute №23 (Appendix №:1)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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of Law

Approved by: Board of the
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Amendments

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Revision List

#	Date	Article	Remarks
01	01/02/2023	1.1	General Provisions
02	01/02/2023	3.3	Organizing Journal Activities
03	01/02/2023	4.3	Copyright of Works to be Published in the Journal, Procedure for receiving and selecting papers
04	01/02/2023	8.1	Final Provisions

Article 1. General Provisions

- 1.1. The bilingual scientific journal of the School of Law and State Governance of the International Black Sea University "Contemporary Law Journal" (ISSN 2587-5051, e-ISSN 2587-5140) is an international peer-reviewed periodical aimed at promoting research, practical activities and deepening academic discussion.
- 1.2. The journal is published once a year in Georgian and English languages.

Article 2. Mission and Objectives of the Journal

- 2.1. The mission of the journal is to contribute to the development of the field of law and civil society.
- 2.2. The aims of the journal are: to present important scientific research on current issues in the field of law; to introduce them to the national and international community; to facilitate the process of integration of Georgian law in the European and international legal space through scientific research activities.

Article 3. Organizing Journal Activities

- 3.1. The activities of the journal are organized by the editorial board of the journal, which consists of the editor(s) and the editorial board.
- 3.2. The staff of the editorial board of the journal must be at least 7 (seven) members.
- 3.3. The members of the Editorial Board are elected by the Board of the School of Law and State Governance, by a majority of votes, nominated by the Editor(s).
- 3.4. The powers of the editorial office are:
 - a) Setting academic standards for articles;
 - b) Establishing criteria for selecting articles for the journal;
 - c) Identifying other issues related to the activities of the journal.
- 3.5. The editorial board makes decisions by a majority of those present.

Article 4. Copyright of Works to be Published in the Journal, Procedure for Receiving and Selecting Papers

- 4.1. Non-proprietary copyright on the work remains with the author of the work.
- 4.2. Papers for publication in the journal are selected through an open admission or a special rule developed by the editorial office (publication of an honorary paper);

- 4.3. The contest/submission is announced through the university and School websites and social media pages of the university.
- 4.4. Relevant stages of submission and deadlines are set by the editorial board.
- 4.5. Authors must submit an application and entries in compliance with the requirements set forth in this Regulation.

Article 5. The rule of submitting the paper and the requirements set for the paper

- 5.1. Authors application and the work to be published will be accepted via e-mail.
- 5.2. The paper should be presented in MS Word format, sylfaen font should be used, the volume of the paper should not exceed 25 pages (about 40 000 words), the font size – 11, distance - 1.5. The upper and lower edges should be: 2.5 cm, left and right: 2.5 cm.
- 5.3. The scientific paper should be written in Georgian and English (by American or British standard, but not by mixing them).
- 5.4. Plagiarism in papers published in a journal is not allowed. The author / authors must provide an accurate and correct references in their paper(s).
- 5.5. The paper should include:
 - a) **Name of the author** (indicate first and last name, academic degree, position (if any). Indicate in the application the full postal address, country, e-mail and telephone number, if available);
 - b) **The title** (must be in bold);
 - c) **Abstract** (includes brief information (200-300 words) about the content of the article (in Georgian and English);
 - d) **Key words**: 4-6 words that best reflect the content of the paper;
 - e) **Introduction** (includes the urgency of the paper);
 - f) **The main text**;
 - g) **Conclusion** (includes findings, possible recommendations and future perspectives).
- 5.6. In the footnote, please use font - sylfaen, font size -9.
- 5.7. **Abbreviations (acronyms), basic text formatting and citation standards.**
 - a) It is desirable to use commonly accepted acronyms (e.g., etc.). In some cases, lesser-known abbreviations may also be used (eg, CC - Civil Code of Georgia, CC - Labor Code, CEC - Central Election Commission, etc.). The first use of the acronym is indicated in parentheses after the full name;

- b) When quoting a normative act, indicate the full title, date, number and web address of an act from an official website of the Legislative Bulletin (in Georgian case); In case of foreign normative acts, - relevant valid internet page (if possible official website) or full print edition data for book, collection, etc.
- c) Surnames (with name or initials if necessary) and Latin terminology should be written in italics; This rule applies to both Georgian and English texts. Other foreign language inserts in the main (Georgian) text are made without italics. Foreign terms and expressions should be given in a footnote unless the immediate purpose of the paper is to determine the origin of the term.
- d) It is appropriate to indicate if the citation is given in quotation marks and the footnote is formed according to the rules below. When referring to a periphrasis or source of separate thought formation, the appropriate word is used: "see" or "compare" is used when the author needs to refer to a different opinion.
- e) In the main text it is allowed to indicate only the information or analysis necessary for the achievement of the goal that is directly related to the title of the paper. Additional information is available in the footnote.
- f) For Georgian text please use "lower" and "upper" („...“) quotation marks, for foreign language text "upper" ("...") quotation marks;
- g) Punctuation marks at the end of the quoted text - point, colon, semicolon, question and exclamation marks are put before the quotation mark when they complete the sentence and after the quotation mark, depending on the context, if the quotation mark belongs to a particular word or phrase;
- h) When a word is preceded by a quotation mark, a punctuation mark and a footnote, we must follow the following sequence: 1. quotation mark, 2. punctuation mark, 3. footnote (if the footnote does not belong to any of the terms inside the quotation mark); At the end of the quoted text (sentence): 1. Punctuation mark, 2. quotation mark, 3. Footnote mark. Two quotation marks are not written together. Even in the case of brackets, their different norms can be used.

5.8. **When using literary sources, it is necessary to indicate:**

- a) **For the book** - author's surname (s), initials of the name, title of the book (without quotation marks), part, volume number (if necessary), publisher, place of publication, year, page (without p.);
- b) **For the collection article** - surname of the author(s) of the article, initials of the name, title of the article (without quotation marks), title of the collection (without quotation marks), indicating by whom it is published, part, volume number (if necessary), publisher, Place of publication, year, page (without p.);

- c) **For a journal (newspaper) article** - surname of the author(s) of the article, initials, title of the article (without quotation marks), type of periodical abbreviated (journal, newspaper), name (in quotation marks), number, year (month, number), page (without p.); All bibliographic elements of foreign sources must be indicated in the language of the original, or in the language in which it is communicated to the author (with reference to the relevant official translation).

Georgian sources in English translation are indicated in translated form with the same standard for Georgian reference.

Material obtained through the Internet requires an indication of the relevant website and the date of the last update of the latter; In case of an article, the author's last name, title of the article, website, date should be indicated. Triangular brackets (<...>) indicate the email address, and square brackets ([...]) indicate the date of the last update.

- d) For decisions of international courts and other countries:

The names of cases and their decisions are used in the text in Georgian, while the full original language/version can be given in the same place, or indicated in a footnote in the following order: disputing parties, year, publishing body, page, court. It is also possible to use the standard citation on the official website.

For example: For the British courts: The case of *Argyll v. Argyll* (*Argyll v. Argyll*, [1967] 1Ch 302,324, .332))

- e) For decisions of national courts:

It is necessary to maintain the official national style. In the absence of a standard national approach, the author should be guided by the following basic rule:

Cases should be distinguished when applying Georgian court decisions:

1. The decision is published,
2. It is possible to get acquainted with it in the official electronic source,
3. Available only in the court archives and formulate unified approaches.

Procedure for certification of documents of international organizations:

Used in a style officially used by an international organization (see official websites).

References to conventions and international agreements:

Conventions and international agreements are indicated; example:

1985 Vienna Convention for the Protection of the Ozone Layer, International Legal Materials, 1985, 1520.

Article 6. Resolving the Issue of Publishing a Paper

- 6.1. If the paper has technical defects and does not meet the standard set by this Regulation, the author shall be notified and given a reasonable period of time (not more than 10 calendar days) to correct the deficiencies.
- 6.2. For substantive review, the paper is sent to one of the members of the editorial board in accordance with the sectoral direction, which provides closed (blind) review of the paper. The author of the paper also does not know the identity of the reviewer / reviewers.
- 6.3. If the paper is interdisciplinary, it may be submitted to two or more field experts for review.
- 6.4. The review period is 15 calendar days.
- 6.5. The authors of the selected papers will be notified of the decision of the Board via e-mail.

Article 7. Ethical Issues and Response to Violations

- 7.1. The editors of the journal are not responsible for the views expressed individually by the authors of the publication.
- 7.2. In case of a violation found in the paper published in the journal, any person has the right to apply to the editorial board of the journal via e-mail and request an investigation of the issue and appropriate response.
- 7.3. The Editorial Board is obliged to consider all such applications within a reasonable time and notify the applicant(s), respectively. The author / authors are given the opportunity to submit their own explanations.
- 7.4. In case of confirmation of a violation, the editorial board makes a decision regarding the response. The next issue of the publication should reflect the relevant decision with proper justification.

Article 8. Final Provisions

- 8.1. This Regulation shall take effect upon approval by the School Board.
- 8.2. This Regulation shall be amended in the same manner as it is approved.
- 8.3. The fulfillment of this Regulation will be supervised by the Vice-Rector for Education and Research.

*Ignorance of rules of the university shall not be a defense to anyone.
All are therefore required to familiarize themselves with the rules and regulations as outlined in the
related IBSU documentation.*

*IBSU is an equal opportunity institution. It does not discriminate any member of its community on
the basis of gender, race, nationality, ancestry, creed, marital or parental status, or physical,
mental, emotional, or learning disabilities in its educational programs and activities.*

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