**International Black Sea University**

**Requirements Established for Articles in Scientific Journals and the Manner of Their Presentation**

**Tbilisi**

**2024**

**Article 1.** The present rule defines **the requirements for the articles of the scientific journals available at the International Black Sea University and the procedures for their presentation.**

**Article 2. The requirements established for scientific journal articles and the manner of their presentation for the Journal of Modern Law.**

1. The copyright application and the article to be published are received by e-mail at the following address:**journal.law@ibsu.edu.ge**

2. The article must be submitted in MS Word format, Sylfaen font (on the Georgian text), and Times New Roman (on the English text) are used.

3. The volume of the article should not exceed 20 pages; font size for the main text – 11 cm and spacing – 1.0; The upper and lower margins of the edges should be: 2.0 cm, left and right 2.0 cm; Headings – separated by the Headings system, with a different font. Each title must have an appropriate level assigned to it. Headings will be formatted according to levels by the editor (visual processing);[[1]](#footnote-1)

4. The scientific article must be written in Georgian and English (American or British Standard). Standards cannot be mixed.

5. Plagiarism in articles published in the magazine is not allowed. The author must provide accurate and correct references to the source of the information contained in the paper.

**6. The article should include:**

6.1. **The identity of the author** (name and surname, academic degree, position. The application should indicate the full postal address, country, e-mail, and telephone number;

6.2. **The title** (the title should be presented in bold font);

6.3. **Abstract** (includes brief information (200-300 words) about the content of the article (in Georgian and English);

6.4. **Keywords:** 4-6 words that reflect the content of the article as much as possible;

6.5. Introduction (includes relevance of the article);

6.6. Main text;

6.7. Conclusion (includes findings, possible recommendations, and future perspectives), (for footnote purposes, font size - 9 is used.)

6.8. **Abbreviations** (acronyms), main text formatting and citation standards.

6.9. **Citation:**

6.9.1. It is preferable to use commonly accepted and widespread acronyms (eg, so-called). In some cases, the use of lesser-known abbreviations will also be allowed (eg, CSC - Civil Code of Georgia, SC - Labor Code, CEC - Central Election Commission, etc.). When first used, the acronym appears in parentheses after the full name;

6.9.2. When quoting a normative act, the full name of the act, date of adoption, number, and web address from the official website of the Legislative Gazette (in the case of a Georgian act) are indicated; In the case of foreign normative acts, – the corresponding valid internet page (official website) or complete data of the printed edition for the book, collection, etc. By adhering to these standards for referencing a solid publication.

6.9.3. Surnames (along with first names or initials when necessary) and Latin terminology should be presented in italics in the text; 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 if the immediate purpose of the article is not to determine the origin of the term.

6.9.4. It is appropriate to indicate if the citation is enclosed in quotation marks and the footnote is formatted according to the rules below. When referring to the source of the formation of a paraphrase or a separate thought, the corresponding word is used: "see" or "composition". "Compare" is used when the author needs to refer to a different point of view.

6.9.5. In the main text, it is allowed to refer only to the information or analysis that is directly related to the title of the article or necessary to achieve the stated goal. Additional information can be provided in the footnote.

6.9.6. For Georgian text, we must use "lower" and "upper" ("...") quotation marks, for foreign language text "upper" ("...") quotation marks;

6.9.7 Punctuation marks at the end of the quoted text – period, colon, semi-colon, question marks, and exclamation marks are placed before the quotation mark when they complete the sentence and after the quotation mark, depending on the context, if this quotation mark belongs to a separate word or phrase;

6.9.8. When a quotation mark, a punctuation mark, and a footnote mark appear at the same time, the following sequence must be observed: 1. quotation mark, 2. punctuation mark, 3. footnote mark (if the footnote does not belong to any term inside the quotation marks); At the end of the quoted text (sentences): 1. punctuation mark, 2. quotation mark, 3. footnote mark. Two quotation marks are not written together. In the case of brackets, different norms can be used.

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

**6.10.1. For a book – a book**: [when referring to a whole book] surname initial. [initial]., [surname] [initial.] [initial]. The full title of the book (without quotes). [part, plot, volume]. Place of publication: publishing house. Year, number of pages. e.g. 1. Dixon M. International Law. Oxford University Press, 2019, 393.

**6.10.2. [When referring to separate pages]** Surname Initial. [initial]., [surname] [initial.] [initial]. The full title of the book (without quotes). [part, plot, volume]. Place of publication: publishing house. Year, beginning-end of page (without page). e.g. 1. Dixon M. International Law. Oxford University Press, 2019, 45-123; e.g. 2. Turava P., General Administrative Law, 2nd ed., "World of Lawyers" publishing house, 2018, 24.

**6.11. For the article in the collection -** the initial of the last name of the author of the article. [initial]., [surname] [initial.] [initial]. The full title of the article (without quotes). The name of the collection (without quotation marks), regarding whose editorship it is issued, [part, plot, volume]. Place of publication, year, number of pages (without pages). e.g. 1. Todua N., Some Aspects of Liberalization of Criminal Law. Mzia Lekveishvili 85. Jubilee collection. Ivanidze M. Ed., "World of Lawyers" publishing house, vol., 2014, 72-87; e.g. 2. Burduli I., Statutory capital and its functions, in the collection: theoretical and practical issues of modern corporate law, Elizbarashvili N. (ed.), vol., 2009, 236; e.g. 3. Hilmi D., Real Contracts in Roman Law and Their Development in Positive Law with Special Emphasis on Loan Contracts (Mutuum), 2021, 7.

**6.12. Journal (newspaper) article:** surname initial. [initial]., [surname] [initial.] [initial]. Full title (without quotes). Full title or abbreviation of the journal (in the case of Georgian-language gazette/journal in quotation marks, in the case of foreign-language gazette/journal without quotation marks), year, volume, [number,] p. Beginning-end (without p.). e.g. 1. Bassiouni M.Ch. A Draft International Criminal Code and Draft Statute for an International Criminal Court. J. Connecticut Insurance Law Journal Association at the University of Connecticut School of Law, 2019, 3, 6, 378-389; e.g. 2. Mgeladze T., The penetrating responsibility of the partner in the legal doctrine of the USA, Germany, and Georgia, "Law Journal", No. 2, 2018, 56-57; Taliashvili T., Shamatava I., New legislative regulation of intellectual property protection and enforcement in Georgia., Tb., "Journal of Law" No. 2, 2019, 13; e.g. 3. Baindurashvili N., Specifics of implementation of administrative disputes, legal problems and ways to solve them, journal. "Justice and Law", No. 3(38), 2013, 116.

**6.13. Georgian sources in the English translation** are cited in translated form using the same standard as for Georgian references. 6.14 - material obtained through the Internet requires reference to the relevant Internet page and the date of the last update of the latter; In the case of an article, the name of the author, title of the article, website, and date should be indicated. The e-mail address is indicated in square brackets (<...>), and the date of the last update in square brackets ([...]).

**6.15. For decisions of the International Court of Justice and other countries:**

6.15.1. The names of the cases and their decisions are used in the text in Georgian and can be written in the original language in full, or indicated in a footnote in the following order: party against party, year, publishing body, page, court. It is also possible to use the official reference standard on the Internet's official website. For UK courts. In the text, eg: Argyll v. Argyll, and in the footnote, eg: Argyll v. Argyll, [1967] 1Ch 302,324, 332; e.g. 5. For US Courts. In the text, e.g.: Brown v. Board of Education, and in the footnote, e.g.: Brown v. Board of Education, (1954), 347 US 483

6.16. For decisions of national courts:

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

6.16.2. When using court decisions, the author must follow the following style: 1. The decision is published; 2. It is possible to get acquainted with it in the official electronic source; 3. Available only in the judicial archive ‒ and to establish uniform approaches. e.g. 1. The decision of the Administrative Affairs Chamber of the Supreme Court of Georgia of July 14, 2016, on case No. BS-184-183(K-16); e.g. 2. Order of Tbilisi City Court Civil Affairs Board of March 25, 2019, and enforcement document No. 2/5856-19

6.17. The procedure for certifying documents of international organizations:

6.17.1. Used in the style used officially by the international organization (see official websites).

6.17.2. Reference to conventions and international agreements: Conventions and international agreements are cited, eg: 1985 Vienna Convention for the Protection of the Ozone Layer, International Legal Materials, 1985, 1520.

6.18. Global Information Network: In the case of an article, the initials of the author's surname should be indicated. [initial]. Full title (without quotes), website name, date of last check, month, year. The name of the website is indicated in square brackets (<...>), and the date of the last check in square brackets ([...]). No commas will be placed between triangle and square brackets. e.g. 1. Crawford J. The ILC's Draft Statute for an International Criminal Tribunal

<[https://www.cambridge.org/core/journals/american-journal-of-international-law/article/ilcs-draft-statute-for-an-international-criminal-tribunal/ED43650C2A7FBD3F8-8524F4562BD6AAC](https://www.cambridge.org/core/journals/american-journal-of-international-law/article/ilcs-draft-statute-for-an-international-criminal-tribunal/ED43650C2A7FBD3F88524F4562BD6AAC)>[07.06.2024].

6.19. Translated source: surname initial of the author of the corresponding article. [initial]., [surname] [initial.] [initial]. The full title of the article (without quotes). [part, plot, volume], translator's surname initial. [initial]., [surname] [initial.] [initial]. Its status (translator/translators), editor's surname (if any, "red" in parentheses), and initials are indicated in parentheses. [initial]., [surname] [initial.] [initial]. Place of publication: publishing house. Year, number of pages. e.g. 1. Kropholler I., German Civil Code, Darjania T., Chechelashvili Z. (translators), Chachanidze E., Darjania T., Totladze L. (Ed.), 13th edition, publishing house "World of Lawyers", 2014, 728

6.19.1. All bibliographic elements of foreign sources must be indicated in the language of the original, or in the language in which the author is informed (regarding the corresponding official translation).

6.19.2. In the bibliography or the list of used literature, Georgian-language normative material should be placed first (indicating the date of receipt), then - Georgian-language scientific literature in alphabetical order. Georgian-language scientific sources should be followed by Georgian-language court decisions in accordance with the date of adoption (from the latest to the oldest). Following the Georgian-language sources, foreign-language normative material, scientific sources, electronic links, and foreign court decisions are indicated in the appropriate order.

6.19.3. In the case of using the same source several times in the article and referring to different pages, in the list of used literature (bibliography) the corresponding source and the list of all the pages (separated by commas) that were used in the paper are indicated once.

6.19.4. In the bibliography, the pages are numbered consecutively with the main text, the line spacing should be 1.0, the paragraph spacing should be 6-12 points, and the font size should be 11 points.

**Article 3. Requirements established for articles in scientific journals and the manner of their presentation for the Journal of Education in the Black Sea region**

1. The copyright application and the article to be published must be uploaded to the journal website https://jebs.ibsu.edu.ge/submission/. The journal can also be contacted at the following address: jebs@ibsu.edu.ge.

2. The article must be submitted in MS Word format, the Segoe UI font is used, the length of the article must not exceed 25 pages (about 40,000 words), font size - 8 and spacing - 1.5. The upper and lower margins of the edges should be 2.5 cm, left and right 2.5 cm.

3. The scientific article must be written in English (American or British standard, but not a mixture of them).

4. Plagiarism is not allowed in the works to be published in the journal. The author(s) must provide/ensure accurate and correct citation of the source of the information contained in the paper.

5. The article should include:

a) **The identity of the author** (indicate the first and last name, academic degree, position (if any), and ORCID number (if any). In the application, indicate the full postal address, country, e-mail and telephone number, if available);

b) **Title and sub-headings** (the title should be presented in a dark font, font size 10; sub-headings should be presented in a dark font, font size - 9);

c) **Resume** (includes brief information (200-300 words) about the content of the article);

d) **Keywords:** 5-7 words that reflect the content of the article as much as possible;

e) **Introduction** (includes relevance of the article);

f) **Main text;**

g) **Research methods;**

h) **Research results, their analysis and discussion;**

i) **Conclusion** (includes findings, possible recommendations, and future perspectives).

6. In the footnote we use Segoe UI font, font size 8.

7. Abbreviations (acronyms), formatting, and citation standards of the main text. Citations are in APA7 style.

a) It is desirable to use commonly accepted and widespread acronyms (eg, etc., etc.). In some cases, the use of lesser-known abbreviations will also be allowed (eg, CSC - Civil Code of Georgia, SC - Labor Code, CEC - Central Election Commission, and others). When first used, the acronym appears in parentheses after the full name;

b) In the text, only information or analysis that is directly related to the title of the article or necessary to achieve the stated goal is allowed. Additional information can be provided in the footnote.

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

 **a) for a book** - last name, initials of the author(s), year of publication, title of the book (without quotes), part, section, volume number (if necessary), publisher, place of publication;

**b) for an article in a collection** - the surname, initials of the author(s) of the article, title of the article (without quotation marks), name of the collection (without quotation marks), indicating who edited it, number of the part, plot, volume (if necessary), publisher, Place of publication, year, page (without page);

**c) for a journal (newspaper) article** - surname, initials of the article author(s), title of the article (without quotation marks), type of periodical with abbreviation (journal, gazette,) name (in quotation marks), number, year (month, number), page (without page); All bibliographic elements of foreign sources must be indicated in the language of the original, or in the language in which the author is informed (regarding the corresponding official translation).

Georgian sources in English translation are cited in translated form using the same standard for Georgian references. Material obtained through the Internet requires reference to the relevant Internet page and the date of the last update of the latter; In the case of an article, the name of the author, title of the article, website, and date should be indicated. The e-mail address is indicated in square brackets (<....>), and the date of the last update in square brackets ([....]).

**Article 4. Requirements established for articles in scientific journals and the manner of their presentation for business journals/humanities journals/social sciences journals/technical sciences and technologies journals**

1. The copyright application and the article to be published must be uploaded to the journal's website:

 1.1. For business journal: <https://jb.ibsu.edu.ge/>

 1.2. For Journal of Humanities: <https://jh.ibsu.edu.ge/>

 1.3. For Journal of Social Sciences: <https://jss.ibsu.edu.ge/>

 1.4. For the Journal of Technical Sciences and Technologies: <https://research.ibsu.edu.ge/jtst/home/>

2. The article must be submitted in MS Word format, the Arial font is used, the length of the article must not exceed 25 pages (about 40,000 words), font size - 9 and spacing - 1.5. The upper and lower margins of the edges should be 2.5 cm, left and right 2.5 cm.;

3. The scientific article must be written in English (American or British standard); Standards cannot be mixed;

4. Plagiarism in papers published in the journal is not allowed. The author must provide an accurate and correct indication of the source of the information contained in the paper;

5. The article should include:

**a) The identity of the author** (name and surname, academic degree (if any) position. The application indicates the full postal address, country, e-mail, and telephone number, (if possible);

**b) Title and sub-headings** (the title should be presented in a dark font, font size 12; sub-headings should be presented in a dark font, font size 10);

**c) Abstract** (includes brief information (200-300 words) about the content of the article (in Georgian and English);

**d) Keywords:** 3-7 words that reflect the content of the article as much as possible;

**e) Introduction** (includes relevance of the article);

**f) Main text;**

**g) Conclusion** (includes findings, possible recommendations, and future perspectives).

6. Arial font size 9 is used for footnote purposes.

7. Abbreviations (acronyms), formatting, and citation standards of the main text.

**Citation:** Citation is done according to APA7 style.

a) It is desirable to use commonly accepted and widespread acronyms (eg, etc., etc.). When first used, the acronym appears in parentheses after the full name;

b) Surnames (together with first name or initial when necessary) and Latin terminology should be presented in the text in italics; Other foreign language entries in the main text are made without italics. Foreign terms and expressions should be given in a footnote if the immediate purpose of the article is not to determine the origin of the term.

c) It is appropriate to indicate if the quotation is given in quotation marks and the footnote is formed according to the rules below. When referring to the source of the formation of a paraphrase or a separate thought, the corresponding word is used: "see" or "composition". "Compare" is used when the author needs to refer to a different point of view.

d) In the main text, it is allowed to refer only to the information or analysis that is directly related to the title of the article or necessary to achieve the stated goal. Additional information can be provided in the footnote.

e) punctuation marks at the end of the quoted text - period, colon, semicolon, question mark, and exclamation mark are placed before the quotation mark when they complete the sentence and after the quotation mark, depending on the context, if this quotation mark belongs to a separate word or phrase;

f) when a quotation mark, a punctuation mark, and a footnote mark appear at the same time, the following order must be followed: 1. quotation mark, 2. punctuation mark, 3. footnote mark (if the footnote does not belong to any term inside the quotation marks); At the end of the quoted text (sentences): 1. punctuation mark, 2. quotation mark, 3. footnote mark. Two quotation marks are not written together. In the case of brackets, different norms can be used.

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

 **a) For a book** - surname, initials of the author (authors), title of the book (without quotation marks), part, plot, volume number (if necessary), publisher, place of publication, year, page (without p.);

**b) For an article in a collection -** the surname, initials of the author(s) of the article, the title of the article (without quotation marks), name of the collection (without quotation marks), indicating who edited it, number of the part, plot, volume (if necessary), publisher, Place of publication, year, page (without page);

**c) For a journal (newspaper) article -** surname, initials of the article author(s), title of the article (without quotation marks), type of periodical with abbreviation (journal, gazette,) name (in quotation marks), number, year (month, number), page (without page); All bibliographic elements of foreign sources must be indicated in the language of the original, or in the language in which the author is informed (regarding the corresponding official translation). Georgian sources in the English translation are cited in translated form using the same standard as for Georgian references.

Material obtained through the Internet requires reference to the relevant Internet page and the date of the last update of the latter; In the case of an article, the name of the author, title of the article, website, and date should be indicated. The e-mail address is indicated in square brackets (<....>), and the date of the last update in square brackets ([....]).

**Article 5. Final Provisions**

1. This rule enters into force upon its approval by the rector;

2. Any change in the present rule can be made in the manner established for its adoption;

3. The implementation of this rule will be supervised by the vice-rector in the research field.

1. The journal reserves the right to change the font size and technical parameters during the uploading process. [↑](#footnote-ref-1)