

Adopted

at the meeting of the editorial team
of the journal “International Justice”

Managing Editor

Sidorovich O. B. _____

Date _____

Approved

Executive Director
of the autonomous non-profit organization
“Institute for law and public policy”

Lazareva E. E. _____

Date _____

**THE ORDER OF
REVIEW FOR THE MATERIALS,
SUBMITTED TO THE EDITORIAL BOARD OF THE JOURNAL
“MAZHDUNARODNOE PRAVOSUDIJE”
 (“INTERNATIONAL JUSTICE JOURNAL”)**

**MOSCOW
2015**

1. GENERAL PROVISIONS

1.1. The order of review of the materials submitted to the editorial board of the “International Justice” journal (hereinafter the Order of review) is the established edition of the basic set of rules, criteria and consistent actions of the editorial board and reviewers aimed to determine the acceptability of submitted material for the publications in the journal.

1.2. The Order of review is established and changed by the editorial board autonomously in accordance with the editorial policy of the journal, as well as in accordance with the recommendations of the Editorial Board, Editorial Collegium of the journal and the requirements of the Higher Attestation Commission of the Ministry of Education and Science of the Russian Federation for the peer-reviewed scientific journals.

1.3. The established Order of review is intended for internal use by the editorial board and the reviewers. Obligatory publication for public review in the printed version of the journal and on website of the journal on the Internet is subject to the “CALL FOR PAPERS” (ANNEX 1). The rest of the information about the established Order of review is distributed at the discretion of the editorial board.

1.4. The information about the Order of review is available upon the request to the extent determined by the editorial board for the authors that have provided or planned to provide materials for the publication.

1.5. All submitted materials shall be reviewed in accordance with the established Order of review.

1.6. Reviewing of materials, which are not intended for the possible publication in the journal is not carried out.

1.7. The reviews provided by the authors autonomously, can be taken into consideration by the editorial board while making the final decision, however, the use of the reviews sent by the author is the initiative of the author and it does not replace the internal procedures of the review.

1.8. The established Order of review is applicable to the materials written in foreign languages at the discretion of the editorial board.

1.9. Editorial board reserves the right to reject submitted material without the review in cases when the material:

1.9.1. Clearly does not match the content of the journal;

1.9.2. Does not meet the minimum requirements which are set in section 2.1. of the Order of review and in Annex No. 1 thereto;

1.9.3. Is sent simultaneously with “mass mailings” to several publishing institutions.

1.10. The final decision about the publication of the material, which was reviewed and received a positive review, is made by the editor-in chief of the journal considering the opinions of reviewers and members of editorial board.

1.11. The decision on inclusion of the material, which is accepted for the publication, in a specific issue of the journal, specific section, etc. is made by the managing editor coordinately with the editor-in chief.

1.12. The review procedure, as well as the publication is free of charge for the authors.

2. THE ORDER OF REVIEW

2.1. The editorial board works only with the materials received in the electronic form, which correspond to the minimal requirements set by the editorial board, including:

- accordance with the content of the journal;
- language: Russian, English, German or French;
- brief, comprehensive, interesting headline;
- annotations (in Russian and English) of about 70 to 100 words, which should reveal the task, the main results and conclusions;
- key words (in Russian and English), which are selected from the main text of the article (not more than 8 words or short phrases);
- the size of the article should be 20 000 to 60 000 printed characters depending on the type of the article (judicial decisions reviews, book reviews, analytical articles, etc.);
- text format: *MS Word*;
- information about the author/compiler (in Russian and English), which consists of the following elements: surname, name and patronymic (if any); academic degree, academic title; the position or profession; place of work and/or study, including a working unit (department, faculty); contact information (electronic mail or other means of rapid communication);
- bibliographic references, in compliance with the rules of the editorial board.

2.2. The editorial board reserves the right to deviate from the requirements concerning the amount of text in case of overall high quality of the material and its value for the journal.

2.3. The materials received by the editorial board for their possible publication in the journal are registered by the executive secretary in the Registration journal of submitted articles, which are stored in the electronic database and are sent to the editor-in chief for the review.

2.4. Depending on the subject of the material, its level and the available information about the author, managing editor coordinately with the editor-in chief of the journal appoint the reviewers. The main criteria for the selection of reviewers is their expert knowledge or focused précised specialization in the issued material.

2.5. Recognized experts on the subject of peer-reviewed material, who have made publications on the subject of peer-reviewed material in the past 3 years can act as reviewers.

2.6. Each material is a subject to peer-review by at least two reviewers. According to the decision of the editorial board the material may be sent to a third reviewer.

2.7. In order to increase the independence and fairness of the assessment the inspection of the reviewer with the text of peer-reviewed material is anonymous.

2.8. The text of peer-reviewed material is sent to the reviewer by the executive secretary in electronic and/or printed form without naming the author of the material, including the name of the electronic file version of the material.

2.9. For each material the executive secretary of the journal makes a review form (ANNEX 2), which lists:

- the name of the material/article;
- full name, academic degree and position of the expert;
- date of receiving the material;
- date of transferring the material to the expert;
- date when the review is sent by the expert;
- the general decision on a peer-reviewed material/article (decision to publish/reject/accept on terms of material improvement).

2.10. Review form in printed or electronic (followed by the subsequent printing) version is sent to the reviewer by the executive secretary together with peer-reviewed material.

2.11. The reviewer makes one of the following decisions:

- to accept the material for the publication in the presented form (positive review),
- to accept the material for the publication on terms of material improvement (positive review, that requires re-consideration and approval of the final text by the same reviewer),
- to reject material (negative review).

2.12. One copy of the review form is filled in by the reviewer in writing or by entering a text into an electronic document and then printed, signed and sent to the editorial board.

2.13. The original form of the review is considered to be completed and signed by the reviewer form, which is sent to the editorial office by fax or electronic mail.

2.14. While completing the form of the review the reviewer should:

- choose a mark in the column corresponding to the decision “accept for the publication”/ “reject”, “accept on terms of material improvement”;
- fill in the “recommendations to the author” column by expressing the opinion on the material in support of the decision;
- if the decision is positive, but the material requires any substantial changes or additions, then the needed changes, additions and directions for the material improvement should be listed in the “recommendations to the author” column.

The final part of the review should contain valid conclusions about the material in general and a clear recommendation on the reasonability of its publication in the journal or the need for the improvement.

2.15. The minimum term provided to the reviewer for the material inspection and decision to accept it for the publication or not is 2 weeks. This period may be shortened if it is possible for the reviewer upon the request of the editorial board.

2.16. The maximum term of reviewing the material is up to 3 months.

2.17. Reviews are kept in the editorial board office for 5 years.

3. NOTIFYING OF THE AUTHORS

3.1. When materials are received by the editorial board, the technical confirmation of the material receipt is sent to the author.

3.2. The editorial board reserves the right to start a further correspondence with the authors of the materials that are interesting for the editorial board.

3.3. When receiving a positive review and making a decision to publish the material, editorial board sends the author an e-mail, which was provided for the correspondence, with the following information:

- about positive feedback of the reviewer;
- on making any adjustments and the period of submitting the final text, as a condition for the final decision on publication (if necessary);
- on making decisions by the editorial board on the possibility of the material publication;
- on the expected issue of the journal and the date of publication (this information may be changed at the discretion of the editorial board);
- on additional information required from the author (if necessary);

- on by whom the following information is sent including the contacts of the editorial board.

3.4. When the work of the author receives a negative review and the editorial board makes a decision to reject the material for publishing, the e-mail with the following information is sent to the author:

- about the negative feedback of the reviewer (explanation of the refusal) and/or copies of reviews;
- about the impossibility of the material publication;
- about the suggestion to apply to other publications;
- on by whom the following information is sent including the contacts of the editorial board.

3.5. Detailed explained refusal on the letterhead of the journal signed by managing editor /the editor-in chief is available only at the request of the author.

3.6. The editorial board reserves the right to modify (refine, reduce, adapt, mitigate, etc.) the wording of the original text of the review, while preserving the original meaning when sending the authors (at their request) motivated refusals and positive review, that requires modification and improvement.

3.7. The original documents of the reviews (positive and negative) are documents of editorial use only and are not available for the authors.

3.8. The editorial board is obliged to send the copies of the reviews to the Ministry of Education and Research of Russian Federation at the relevant request.

3.9. The names of reviewers and other information about them are not available, neither in case of acceptance of the material for publication, nor in case of rejecting it.

3.10. The editorial board is not responsible for any of the technical malfunctions, failures in the electronic mail delivery, incorrectly listed addresses, etc., which become the reason of a delay in obtaining of the information or a relevant information letters loss by the author.

4. FINAL PROVISIONS

4.1. The established Order of review is reconsidered and amended as necessary at the discretion of the editorial board.

4.2. The present Order of review replaces the previous Order of review.

4.3. The present Order of review is applied by the editorial board since March 1, 2015.

INVITATION FOR PUBLICATION IN THE JOURNAL “INTERNATIONAL JUSTICE”

The editorial board invites Russian and foreign authors for the publication of articles, reviews and commentaries, which correspond with the content of the journal.

We publish articles, reviews, commentaries and other materials which can become the basis for a fruitful discussion and independently contribute to the theory and practice of international and national justice.

The editorial board carries out active cooperation with all interested parties on sharing the knowledge about theory and practice of international bodies of justice.

Requirements for the materials

1. Only previously unpublished original materials – scientific, practical or review articles, as well as book reviews and articles relevant to the topic of the journal may be **accepted for the publication**.

2. The basic requirements for the content of the copyrighted materials are: coverage of relevant theoretical issues or practical problems, the logical structure of a statement and proposed solutions, well-grounded conclusions, the obligatory presence of scientific apparatus and bibliographical references.

3. Registration conditions of copyrighted material.

Copyrighted material should be sent to the editorial board comprising the following elements: information about the author/compiler, the title of the material (article, review), abstract and key words (in Russian and English), the original of the author's text (including possible applications – spreadsheets, charts, diagrams etc.).

Author's material generally consists of **3000 to 7000 words (5-25 pages)**. The editorial board reserves the right to deviate from the requirements concerning the amount of the text in case of the overall high quality of the material and its value for the journal. The text should be provided in *MS Word* format: page margins 2.5 cm, font Times New Roman; size 12; 1.5 spacing.

Author can use italics and bold in his text for the highlighting. The spelling of foreign words is given with the indication of the abbreviated name of the language in italics, usually in parentheses, except for references to the literature.

Information about the author/compiler (in Russian and English) consists of the following elements: surname, name and patronymic (if any); academic degree, academic title; the position or profession; place of work and/or study, including a unit (department, faculty); contact information (electronic mail or other means of rapid communication for stating the contacts in the journal and on the website of the publisher – Institute of Law and Public Policy).

Abstract (in Russian and English) of no more than 500 printed characters (50-60 words) must explain the task, the main results and conclusions, and is to be placed directly after the name of the article.

Key words (in Russian and English) are selected from the main text of the manuscript (no more than 8 words in the nominative case or short phrases) and made as a separate line after the abstract.

4. Bibliographic references:

Original articles are accompanied by bibliographic references on each page (Union-State Standards 7.05.-2008). All footnotes should be of continuous numbering; a footnote reference in the text of the article should precede the punctuation mark; 10 PT; line spacing – 1; *Times New Roman font*.

Footnoted references can also contain commentaries and notes. The author/compiler is responsible for the accuracy of the information, the accuracy of citations, the relevance of links to official documents and other sources.

References to the literature sources should contain surname and initials of the author (the text is typed in italics) and/or statement of responsibility (editors, compilers, translators, etc.); the full title of the book, journal or collection; place of publication or name of the publishing house; year of publication; volume number, part or the issue; page(s) numbers. When the references to the literature are repeated, it is possible to state “Op. cit.”, «Указ. Соч.» etc. When the reference is repeated for the second time and more reference by reference on the same page, then it is possible to state “Ibid.” with adding the number of the page, if needed. When using a complex footnote, it is needed to state the sources in the alphabetical order and divide the sources with a semicolon. In the case when the borrowed text is used without the quotation marks, the colon should be put after the following signs «См.: / См., например: / См. также:/ Подробнее об этом см.:». If the text is cited not by the primary source of the information but by the other one, then in the beginning of the reference there should be put «Цит. по:» or «Приводится по:» with the name of the source.

References to the decisions of international and foreign judicial authorities must indicate the body or institution that made the decision and the number of the decision in accordance with the system of the documentation of the court/tribunal. It is possible to use abbreviations or the shortened versions of the names of the bodies or the institutions (in the foreign language or in the official translation). There should be a source of publishing or authors editing when using the translation of the decision in the text. For example: “International Criminal Tribunal for the former Yugoslavia (ICTY)”. If there is a published translation of the decision, it is recommended to state its source.

For example (monographs/article collections):

1. *Тункин Г. И.* Теория международного права / Под общ. ред. Л. Н. Шестакова. М.: Зерцало, 2009.
2. *Bassiouni M. Ch., Ferencz B. B.* The Crime Against Peace and Aggression: From Its Origins to the ICC // *International Criminal Law* / Ed. by M. Ch. Bassiouni. 3rd ed. Martinus Nijhoff Publishers, 2008. Vol. I. P. 207–242.

It is recommended to place the court decisions according to the following formula:

[Court Action]. [*Name of case* (defendant/s)]. [(Case No.)]. [Acting body]. [Date of Judgment]. [Paragraph citation].

For example:

International Court of Justice. *Corfu Channel* (United Kingdom v. Albania). Judgment of 9 April 1949 // *I.C.J. Reports*. 1949. P. 18.

References to the journal articles and abstracts:

1. *Ковлер А.* Сцилла и Харибда Европейского Суда: субсидиарность или правовой активизм? // Сравнительное конституционное обозрение. 2010. № 6 (79). С. 90-98.
2. *Зимненко Б.Л.* Применение норм международного права в судебной системе Российской Федерации: Автореф. дис. ... канд. юрид. наук. М., 1999.
3. *Buergenthal T.* Proliferation of International Courts and Tribunals: Is It Good or Bad? // Leiden Journal of International Law. 2001. Vol. 14. No. 2. P. 267–275.

References to electronic sources (electronic documents, databases, portals, websites, web pages, etc.) are given by the title or author of the publication followed by the abbreviation URL (*Uniform Resource Locator*) and the actual address of the source, where the publication is posted. After the electronic address date of access to an electronic resource should be indicated: number, month and year in parentheses (for example, date of access: 01.01.2013).

For example:

Dörmann K. International Humanitarian Law and the Protection of Media Professionals Working in Armed Conflict. **URL:** <http://www.icrc.org/eng/resources/documents/article/other/media-protection-article-.htm> (дата обращения: 11.11.2011).

References to the *normative acts and international treaties* should contain bibliographical information on the quoted, discussed or mentioned in the text official document. The type of the document, the date when it was accepted, its given number, its full name and the name of the official publication source (including the **official** Internet-portal of legal information: <http://pravo.gov.ru/>), the year of publishing, the number of the issue or date of publishing («Российская газета», «Собрание законодательства Российской Федерации», «Парламентская газета», «Бюллетень международных договоров», СПС «Гарант» и др.) must be stated in the reference.

References to the *international treaties* should contain the full name in Russian (if there is no official translation - in official language in parentheses). *Acts of international organizations* should contain the full name in Russian, the date of adoption and the name of the adopting organization or body as well as the information about the publishing of the document.

5. All the materials made in accordance with the presented rules are being reviewed as stated in the order of review of the materials submitted to the editorial board of the “International Justice” journal. Particularly, the editorial board reserves a right to reject the publication of the material regarding the results of the review. In case when the material is rejected, the editorial board may send the explained refusal at the request of the author. The procedure of the review as well as the publishing of the material is free of a charge.

Materials for the publication should be sent via the electronic mail: ilpp-ccr@mail.ru or via the post (with an obligatory including of the electronic version on the electronic device): 129090 Moscow, P.O. Box 140, Institute for Law and Public Policy.

Phone: (495) 608-69-59; 608-66-35; fax: (495) 608-69-15.

Note. For the subsequent publication of the material in other editions, the reference to the primary publication in the “International justice” journal (the name of the journal, issue, year, pages) is necessary.

INTERNATIONAL JUSTICE

The title	
Name of the expert	
Academic degree and position of the expert	

Date of receiving the material	
Date of transferring the material to the expert	
Date when the review is sent by the expert	

General decision on the article:

Accept to publish	Reject

Recommendation for the author:

<p>Signature of the expert:</p>
