

## **Requirements to the design and submission of research articles to the Scientific Journal of Lviv State University of Internal Affairs**

The article is submitted by the author to the executive clerk secretary of the Journal directly or by mail to the address of Lviv State University of Internal Affairs: 79007, city of Lviv, 26 Horodotska Str., to the executive clerk secretary.

\* Article sent by e-mail does not relieve the author of the need to send the package of necessary documents to the Editorial Board.

### **Requirements to the Materials and the Procedure of Their Preparation for Publication in the Scientific Journal of Lviv State University of Internal Affairs (Extract from the order of Lviv State University of Internal Affairs, May 8, 2014 No. 158, item 3)**

3.1. Materials for publication in the Journal are: scientific articles, reviews of scientific publications, reports on events of a scientific nature.

3.2. Materials for the Journal are taken by the executive clerk secretaries (by series).

3.3. Materials processing of and Journal publication is carried out by the Editorial and Publishing Department of the University.

3.4. The scientific content of the articles must comply with the requirements approved by the resolution of the Presidium of the Higher Attestation Commission of Ukraine No. 7-05 / 1 of January 15, 2003 "On increasing the requirements for professional publications listed by the HAC of Ukraine" namely: the statement of the problem and its connection with important scientific and practical tasks; the analysis of the latest research and publications in which the solution of the problem has been initiated and on which the author relies; stating previously unresolved aspects of the general problem with which the article is dealt; formation of the objectives of the article (statement of the problem); presentation of the main material of the study with full grounding of the scientific results obtained; conclusions from the present study and prospects for further research in this direction.

3.5. The volume of an article's manuscript should not exceed 0.5 of copyright printed sheets (12 pages of typewritten text); the text should be typed only in Word.doc (2003) format considering spaces between words (A4 (210 x 297.5 mm), type "Times New Roman", 14 pt; interval – 1,5 (no more than 30 lines); page parameters (fields) – 2 cm). If the article contains graphic material, it should be submitted in A5 format, and a place for drawings should be left in the author's original copy. Electronic versions should be completely corrected without "icons" and "objects".

3.6. It is obligatory to specify and highlight in bold regular font size the following structural elements of the article in one line of the paragraph:

- ✓ statement of the problem;
- ✓ state of research;

- ✓ research goal;
- ✓ statement of the main provisions;
- ✓ conclusions;
- ✓ literature.

3.7. The articles submitted to the Journal could be written in the following languages: Ukrainian, Russian, English.

All manuscripts written in Ukrainian or Russian must include an Abstract in English containing (1800-2000 characters) as well as Ukrainian and Russian Abstracts (500 characters each). The extended abstract in English must be certified by the seal of the translation agency or approved by the signature of the Head of the Department of Foreign Languages or International Relations Department of Lviv State University of Internal Affairs. The above-mentioned agreements can be equated with the appropriate approvals of the heads of similar departments of other educational establishments, institutions and organizations whose signatures are properly authenticated.

The article in English is supplemented with the expanded abstract in Ukrainian (1800-2000 characters) and abstracts in Russian and English (500 characters each).

Articles written in English by non-English-speaking authors (in translation) must be certified for correctness of translation by the translation agency or by the Head of Foreign Languages Department or International Relations Department of the educational institution, as described above.

3.8. The manuscript is accompanied by:

- review of the candidate / PhD in the relevant field certified by the stamp of the reviewer's institution (for authors who have scientific degrees or academic titles, the review is not required);
- extract from the decision of the meeting of the department (branch, laboratory) on the recommendation of the article for publication;
- abstracts Ukrainian, Russian and English;
- information about author: surname, first name, middle (patronymic) name, position, place of work, academic degree and title, contact phone numbers, e-mail;
- electronic medium of the manuscript - CD;
- publication payment receipt (after reviewing the article by the editorial board).

Materials that do not meet the specified requirements are not accepted. The articles that have already been published or submitted for publication in other publications are not accepted for publication either.

Materials sent by mail with a cover letter addressed to the executive clerk secretary by series. Electronic version of the article can be sent by e-mail to: vonr@lvduvs.edu.ua. Manuscripts and electronic media are not returned.

The responsibility for reliability of the information in articles, the results of one's own research, accuracy of the titles, names and citations is carried by the authors.

The Editorial Board keeps the right for editorial revision of the text.

The author should be aware that his/her published article will be posted on the websites of the University and Vernadsky National Library.

When quoting materials of the Journal, a reference to the Journal is required. Reproduction and reprinting of materials is possible only with prior agreement with the Editorial Board.

3.9. It is impossible to publish in one issue of the Journal various publications by the same author (with the exception of one article and one review). It is possible to publish no more than two articles by the same author, provided that one article is individual, and the other is written in co-authorship, or both articles are written in co-authorship (only one of the co-authors is published twice).

3.10. Cadets, students and trainees can publish their articles in the Journal only in co-authorship with scientific supervisors.

3.11. The author (co-authors) may refuse to publish submitted materials in the Journal or postpone their publication, informing about this the Head of the Editorial Board, his/her deputy or the executive clerk secretary in writing not later than 10 days from the date of submission of materials.

### **Article Structure (Sample)**

UDC (code of Universal Decimal Classification) \_\_\_\_

Full name of the Author, position,  
academic title (Ukrainian language)

### **Article title (Ukrainian language)**

Abstract (Ukrainian language, 500 characters)

Key words (Ukrainian language)

**Statement of the problem:**

**State of research:**

**Research goal:**

**Statement of the main provisions:**

**Conclusions:**

**Literature:**

Full name of the Author, Article title (Russian language)

Abstract (Russian language, 500 characters)

Key words (Russian language)

Full name of the Author, Article title (English language)

Abstract (English language, 1800-2000 characters)

Key words (English language)