

# **REGULATIONS**

## **on Scientific and Periodic editions of the National Academy of Sciences of Ukraine**

### 1. General regulations

1.1. All terms and definitions of these Regulations are made in accordance with the Laws of Ukraine "On Publishing", "On Printed Mass Media (Press) in Ukraine" and DSTU 3017-95 "Edition, Basic Types, Terms and Definitions".

1.2. The periodical publication of the National Academy of Sciences of Ukraine (hereinafter referred to as the periodical publication) is a publication of the same type, united by a common design, subject, target or reader purpose, issued under the general title with the frequency of one or more issues (issues) during the year on the basis of a certificate of state registration, with the National Academy of Sciences of Ukraine as a co-founder.

The periodical edition consists of numbered issues and may be represented by a journal with a specified periodicity of at least four numbers per year and a clear heading within each number, or a collection of unsorted editions with an arbitrary (not less than one) number of issues per year.

1.3. According to the intended purpose periodicals can be scientific, scientific-popular, scientific-production, scientific-methodical, reference.

1.4. The publication of the periodical is determined by the institution of the NAS of Ukraine, which issues a periodical publication (hereinafter referred to as the publishing house), subject to subscription.

1.5. Each edition of the periodical should contain the original information of the publication in accordance with Art. 23 of the Law of Ukraine "On Publishing Activity".

1.6. Periodicals may be included in the Program of support of scientific journals of the National Academy of Sciences of Ukraine, holding exhibition and popularization events of the NAS of Ukraine, listed in printed and electronic catalogs and directories of the National Academy of Sciences of Ukraine.

### 2. The procedure for creating, reorganizing and terminating the publication of a periodical

2.1. The decision on the creation, reorganization, and termination of the issue of periodicals with the participation of the National Academy of Sciences of Ukraine is made by the Presidium of the NAS of Ukraine on the proposal of the Scientific-Publishing Council of the NAS of Ukraine and by concluding a constitutive agreement with co-founders.

When establishing a periodical, the constituent contract defines its name, annual scope and frequency, the thematic area, the distribution of responsibilities, the sources of funding, the conditions and the territory of distribution of the periodical in accordance with the current legislation.

### 3. Registration of periodicals

3.1. The registration of periodicals happens in accordance with the procedure established by the Law of Ukraine "On printed mass media (press) in Ukraine".

3.2. Submission of documents to the state registration authority is carried out by the Scientific and Publishing Council of the National Academy of Sciences of Ukraine within a month from the date the decision on the beginning of the periodical publication and conclusion

of the constituent agreement with the co-founders was made by the Presidium of the NAS of Ukraine.

#### 4. Editor in chief of the periodicals

4.1. The editor in chief of the periodical is approved by the Presidium of the NAS of Ukraine from the candidates proposed by co-founders. He chairs the editorial board of the periodical and makes the final decision on the release of each issue.

4.2. Editor in chief of the periodical:

4.2.1. Is responsible for the content of the periodical, its scientific level, compliance with the specified topics, compliance with the requirements of the normative documents of the NAS of Ukraine and the current legislation on the activities of the periodical;

4.2.2. Promotes the involvement of leading scientists in the periodical publication, and the raise its scientific level;

4.2.3. Make suggestions on the composition of the editorial board of the periodical, including the deputy chief editor and responsible secretary: for general academic publications - for consideration by the Presidium of the NAS of Ukraine, for other periodicals of the NAS of Ukraine - for consideration by the NAS branch of science, which the publisher institution belongs to;

4.2.4. Organizes the work of the editorial board of the periodical and carries out the general management of its editors, provides annotations for all articles of the periodical publication on the Internet in at least two languages (Ukrainian, English);

4.2.5. Makes proposals on the translation and re-issuing of a periodical in foreign languages in printed or electronic form, is responsible for compliance with the Law of Ukraine "On Copyright and Related Rights".

#### 5. Editorial Board of the periodicals

5.1. The editorial board of the periodical, headed by the editor-in-chief, carries out the general scientific guidance of the periodical and makes the final decision on acceptance or rejection of the submitted materials.

5.2. The editorial board and the editor-in-chief of the periodicals are responsible for the proper scientific level of the periodical publication and the filling of the editorial portfolio.

5.3. The composition of the editorial board of the periodical edition is approved: for general academic publications – by the Presidium of the NAS of Ukraine, for other periodicals of the NAS of Ukraine – by the Department of Sciences of the NAS of Ukraine, which the publishing house belongs to, at the request of the editor-in-chief.

5.4. The copyright of the compound work – periodicals belongs to the editorial board of the periodicals.

5.5. The editorial board of the periodical signs a license agreement with all authors of the accepted articles for the use of the work.

#### 6. Editorial office of the periodical

6.1. The editorial office of the periodical is a subdivision of the publishing institution of the periodical that receives, registers and stores materials that arrive in the periodical, and meets the requirements for authors established in the publication, prepares them for layout, controls the

progress at all stages of preparation for release, controls the quality of implementation and compliance with the schedule for publication of the periodical.

6.2. In its work, the editorial office of the periodical is guided by the normative documents of the NAS of Ukraine, the decisions of the editor-in-chief and the editorial board of the periodical, standards and other normative documents in the field of publishing.

6.3. Employees of the editorial staff of the periodical are appointed and dismissed from office on the order of the director of the issuing institution.

## 7. Institution-publisher of periodicals

7.1. Institution-publisher of periodicals:

7.1.1. Determines the quantitative and professional composition of the editorial board, based on the volume, periodicity and thematic area of the periodical.

7.1.2. Provides material and technical support to the editorial staff of the periodicals and the execution of editorial and production processes, including those related to the presentation on the Internet.

7.1.3. Organizes the subscription campaign, works on advertising and distribution of periodicals.

7.2. In order to finance the preparation, issuance and distribution of periodicals, the publisher institution may, in accordance with the procedure established by law, attract funds from individuals, state and foreign organizations.