

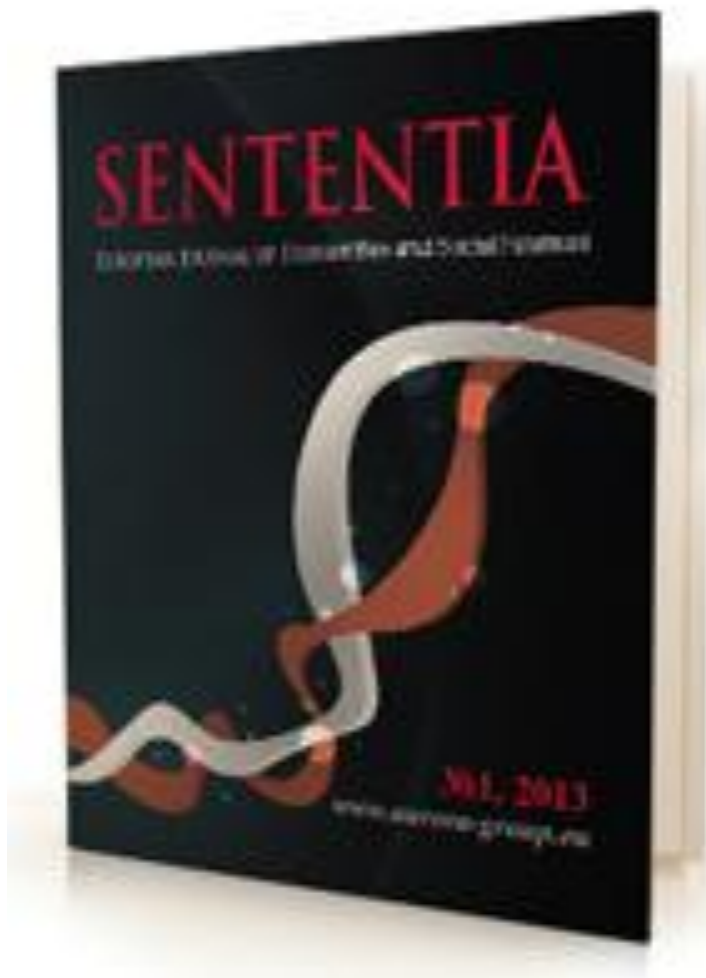
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The "Sententia. European Journal of Humanities and Social Sciences" Journal Publishers welcome openness, honesty, pluralism, friendliness, sociability, anxiety for knowledge, generosity and nobility in their relations with authors and readers. The things we do not accept are dullness, rudeness, plagiarism, acquisitiveness, envy and whistleblowing, arrogance and mockery.

In accordance with ethical principles and standards adopted by the leading international academic publishers, the Editorial Staff have established ethical principles mandatory for all participants of the publication process – Authors, Reviewers, members of the Editorial Board, leading Editors and Publishers.

### **1. The Author's responsibility**

1.1. By submitting an article to the Editors Office the Author confirms that the given article has neither been sent to another journal nor previously published in other journals.

1.2. The Author is held responsible for the content of his article. An article must contain only original scientific researches and data. If the Author uses data obtained by other researchers, he must include a proper reference in his article. The author must not change the results of other researches which he discusses in his article. All data processing methods and logic of their interpretation must be absolutely clear and understandable.

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1.4. The Author is held responsible for providing true information about financial support of a project described in the article as well as persons who contributed to the research.

1.5. Private information (i.e. confidential information or information obtained during correspondence, conversation or discussion with third parties) must be used or provided only if the Author has a written permission signed by the person who gave such information.

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1.7. The Author has the right to initiate publication of a previously published article in another language. Such cases are additionally reviewed by the Editorial Board provided that all the participants of the process follow the ethical principles.

### **2. The Editor's responsibility**

2.1. The "Sententia. European Journal of Humanities and Social Sciences" Editorial Board accepts articles which have never been published before and contain original researches or a broad survey of a topic answering the basic Journal targets. If the "Sententia. European Journal of Humanities and Social Sciences" Editorial Board finds a previously published article which content matches 50% of the article submitted by the Author (as shown by the 'Anti-plagiarism' Program), the Editorial Board reserves the right to refuse to publish the article.

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2.4. When assessing an article, the Editor must pay special attention at the original information contained there. However, under no circumstances the Editor has the right to use such information in his own researches or for any other personal purposes. Such information can be used only after the article is officially published and only if there is a proper quotation as required by the generally accepted rules and standards.

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3.5. The Reviewer must review an article within the time limits prescribed by the Journal Editors Staff (not exceeding two weeks). If the review cannot be done in due time, the Reviewer must immediately notify the Editors Staff about the delay.

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All parties concerned must try to avoid any form of conflicts of interests at all stages of the submission, review and publishing process. If the conflict of interests arises, a party discovering such a conflict must immediately inform the Editors Staff about it. The same rule applies to any violation of generally accepted ethical principles and standards.

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Language of publication of articles	English
Types of articles	Review or experimental
Total word length of articles (including headings, abstract, key words, article text, bibliography)	Approximately 15000 characters (for articles submitted in Russian for subsequent translation: 9 pages, Times New Roman font, 14 point, 1.5 spacing). Maximum word length – no more than 100,000 characters.
Length of article abstract	150-200 words (6-10 sentences)
Author details	<p>Include the following details before the start of your article:</p> <ul style="list-style-type: none"> <li>- Given name/s, family name/surname</li> <li>- Name of tertiary institution (as per its registration documents, in full, no abbreviations)</li> <li>- Postal address of the tertiary institution, complete with its post code and country</li> <li>- Author's e-mail address and telephone number with international code</li> <li>- Additional information (if the article was prepared with the support of a grant – in accordance with the requirements of the funder, etc.).</li> </ul>
Requirements for article content	We recommend that you divide the text into sub-chapters or follow this logical structure while writing: summary (abstract), introduction, methodology, body, findings, conclusions, bibliography. Ensure that your bibliography is complete.
Requirements for images and formulas	<p>Images and formulas must contain only Latin characters and English-language text*.</p> <p>All formula components should appear as a macro Microsoft equation.</p> <p>Images must be high resolution, no less than 150 dpi, with captions included.</p> <p><i>*If you have requested for the article to be translated, the translator can replace Cyrillic captions in images. This means that images need to be presented in a format which can be edited by the translator.</i></p>
Requirements for sources used in the article	<p>If you use any material from other sources, references to these sources are required.</p> <p>You must have at least 10 sources listed in your bibliography. We recommend that at least 50% of the</p>

	sources listed in the bibliography are English-language. It is desirable that at least 5 references are of works published in the last 5-10 years.
Formatting of footnotes and bibliography	<ul style="list-style-type: none"> <li>-use square brackets to indicate footnotes in the text.</li> <li>-references must be listed in their order of appearance in the text.</li> <li>-sources for all the references in the text should appear in the bibliography</li> <li>-the bibliography may contain a greater number of sources than referred to in the article, but it cannot contain references to laws and regulations, commentary, words such as q.v., ibid.</li> <li>- the bibliography must follow the model below (see sample bibliography).</li> </ul>
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All papers sent for publication in the NOTA BENE journal "Sententia. European Journal of Humanities and Social Sciences" are reviewed.

The "Sententia. European Journal of Humanities and Social Sciences" Editor-in-Chief defines whether the article complies with the journal targets and submission requirements. After that the paper is directed to a reviewer – an expert, PhD or Doctor of Sciences who is specialized in the same or similar major. The process of the paper review is confidential and anonymous: the reviewer knows the author but the author does not know the reviewer. There are usually the two forms of the paper review:

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- whether it would be beneficial to publish the article taking into account previous publications and researches on the matter;
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The Publishing Administrator or any other representative of the publishing leadership notifies the author about receiving his article within 7 days.

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