

## **Dear authors**

Please read the following procedure for the submission of manuscripts, their design, review and acceptance for publication.

### **The procedure for sending materials to the editor**

**1.** The author sends in electronic form to the address of the editorial board of the journal: [author@vestcrim.ru](mailto:author@vestcrim.ru) article and application.

**2.** To ensure compliance with the legislation of the Russian Federation in the field of copyright, the editors of the journal "Bulletin of Criminalistics" proposes to conclude an author's contract for the publication of copyright materials (the Author's agreement is attached). The contract is a public offer and does not need to be individually signed.

The contract is concluded after the journal's editorial office receives the article and the application for publishing the article.

The application contains the following information about the author:

- information about the author (full name, date of birth, place of birth, passport data: series, number, issued, subdivision code);
- address of the place of work;
- email address;
- phone number.

The same information is provided for each co-author.

**3.** Submission of the article and application in electronic form to the editors of the journal is an acceptance of the conclusion of a gratuitous agreement with the editors of the Bulletin of Bullets magazine on the alienation of the exclusive right to the Work on the basis of Articles 1234, 1285 of the Civil Code of the Russian Federation.

**4.** Articles are mandatory reviewed.

**5.** If the author is an applicant for the degree of candidate of Law Sciences, it is necessary to additionally submit a scanned copy of the review of the supervisor.

**6.** In case of inclusion in the text of the article of drawings, graphs, other illustrative material, the author should submit in a separate file these illustrations with signatures under each of them.

## **Manuscript Review**

The journal reviews all manuscripts submitted for publication.

The review is carried out by a qualified expert on the subject of the reviewed material.

The review is carried out within 45 days from the moment the manuscript is received by e-mail to the address of the journal's editorial office.

The review included the relevance and problems of the research topic, the relevance of the journal subject, the adequacy of the applied research methods, the degree of scientific novelty of the research, practical significance, style characteristics of the article, the reviewer's comments to the author (if any), as a general conclusion — the conclusion of the recommendation for publication in the journal "Bulletin of Criminalistics".

If there are comments of the reviewer, the author is recommended to make corrections to the article within 14 working days. After removing the comments and re-reviewing, the article is accepted for publication.

Reviews are stored in the editorial office for 5 years.

Articles published or accepted for publication in other publications are not allowed for publication in the journal "Bulletin of Criminalistics". If the article (material) is simultaneously sent to another publication or was published earlier, the author is obliged to report it to the editor.

The article is published in the author's edition, but in case of exceeding the volume, the manuscript can be reduced at the discretion of the editor.

### **General requirements for manuscript articles**

**1. The article is accepted in electronic form in MS Word 7.0 and later versions.**

**2. The text is drawn up in one-and-a-half interval, font size – 14, margins: top, lower = 2 cm, right = 3 cm, right = 2 cm. / FIRST LINE – 1 cm.**

**3. It is allowed to place charts in Excel format, pictures in TIFF or JPEG format, with obligatory bringing them in a separate file with captions to each picture. Figures and diagrams are executed without filling in black and white.**

**4. Footnotes are not placed in the text.**

Bibliographic references should be written with the number of the source and the quotation page in square brackets.

Sample bibliography:

*If reference is made to the author and his book, without quoting the specific fragment:*

In the text (for example):

The general list of reference books on terminology, covering the time no later than the mid-twentieth century, is provided by the work of bibliographer I. M. Kaufman [59].

In the text link (references):

59. Kaufman I.M. Terminological dictionaries: bibliography. M., 1961.

*If the link leads to a specific fragment of the text of the document:*

In the text:

[10, p. 81]

In the text link:

10. Berdyaev N. A. The meaning of history. M. : Thought, 1990. 175 c.

**5. The volume of material is allowed up to 30,000 printed characters, which corresponds to a volume of up to 20 pages.**

#### Sample Bibliography references.

1. Berdyaev N.A. The meaning of history. M.: Mysl', 1990. 175 p.
2. Kaufman IM Terminological dictionaries: bibliography. M., 1961. 419 p.
3. Ivanova EV, Dyakonova OG Legal forms of forensic activity in the view of the problem of competitiveness : Aubakirov's readings: materials of the international scientific-practical conference. Almaty, 2018. P.144-147.

**6. On the last page the article should be signed by the author, confirming that the article is verified, the data correspond to the validity.**

#### **7. Structural elements of the article to be published:**

- 1) Title of the article in Russian and English;
- 2) Information about the author: surname (in full), initials;
- 3) Abstract. It is presented in Russian and English in the amount of 150-250 words and should reflect the formulation of the research problem, the purpose of the work, the results of the study and a brief conclusion.
- 4) Keywords – 10-15 words in Russian and English;
- 5) The Text of the article, including: introduction, purpose, material, discussion, conclusions.
- 6) List of references in Russian language and literature list for English language sources published in Russian (References).
- 7) Information about the author: surname, name, academic degree, academic title, post of (officer), place of work, address of work, e-mail address. All information must be submitted in Russian and English.