

Ministry of Education and Science of Ukraine
Transcarpathian Academy of Arts

VOTED

By Academic board
Report № 4
of 27.11.2014

APPROVED

As amended

Report № 6
of 27 February 2015
Report № 6
31 March 2017

Rector
of Transcarpathian Academy of Arts
professor I. I. Nebesnyk

REGULATIOS

on issue of the collection of research papers
Newsletter of Transcarpathian Academy of Arts

I. GENERAL REGULATIONS

- 1.1. The Regulations define the order of issue of the collection of research papers Newsletter of Transcarpathian Academy of Arts (henceforth – Newsletter) in compliance with:
- Act of Ukraine “On information” № 2657 – XII of 2 October 1992
 - Act of Ukraine “On printed media (press) in Ukraine” № 2782 – XII of 16 November 1992
 - Act of Ukraine “On copyright and related rights” № 3792 – XII of 23 December 1993
 - Act of Ukraine “On scientific and technological activities” № 1977 – XII of 13 December 1991
- 1.2. The publication was established in response to the decision of the academic board of Transcarpathian academy of Arts entitled “Newsletter of Transcarpathian Academy of Arts” (certificate of registration KB № 22523-12423 ПП of 24.11.2016).
- 1.3. The journal is a professional publication of humanitarian, pedagogical, historical, social and art history studies.
- 1.4. Goals (key concepts): publication of studies of the faculty of Transcarpathian Academy of Arts, publication of scientific proceedings and annual International conference Erdeli Readings in particular,
- рвидання наукового доробку професорсько-викладацького колективу Закарпатської академії мистецтв, а також видання матеріалів наукових конференцій, зокрема, щорічної Міжнародної науково-практичної конференції «Ерделівські читання», що проводиться в Закарпатському художньому інституті з метою аналізу теоретичних і практичних досліджень у галузі

образотворчого і декоративно-прикладного мистецтва, дизайну та мистецької освіти України, впровадження якісної художньої освіти в мистецьких закладах, вирішення проблеми взаємовпливів культур європейських народів та визначення ролі і місця у цьому процесі культури української.

1.5. Chief editor of the journal, members of editorial board, assistant editor of the board and deputy chief editor are nominated by the academic board and appointed with the order of the rector.

1.6. Publication frequency – bi-annually, up to 25 conventional printed sheets, format 60×84/32; 60×84/16.

1.7. Legal address –38/80 Mynaiska street, Uzhhorod, 88015, phone (0312) 66-32-90, 66-37-07, bank account details:

код ЄДРПОУ 26465086

р/р UA498201720313261006301016520 в УДКСУ в м. Ужгород

МФО 820172

1.8. Editorial board is located at 88000, Uzhhorod, Voloshyna street, 37, room 24, phone (0312) 61-62-16.

1.9. Status – national – printed media founded by Ukrainian legal person.

II. ARTICLE SUBMISSION REQUIREMENTS

2.1. Issues of the Newsletter correspond to the subject areas of Newsletter approved by the decision of the academic board and the plan approved by the decision of the editorial board.

2.2. Authors have to submit unpublished articles with the results of their personal unique studies that have scientific and practical merit. Review articles will not be published.

2.3. Technical requirements for presentation of printed materials:

Articles as well as supporting papers, submitted for printing in the Newsletter are subject to mandatory preview. The article has to be brought to the editors office or sent to usa.uzhgorod@i.ua; erdeli.konf@gmail.com.

File requirements: Word file format *.doc, *.docx or *.rtf; file has to be named after its author in Roman letters (for example, Butko.doc; Butko.rtf). Printed and electronic copies must be identical. The responsibility for any mistakes rests with the author.

Article size should be not less than 9 pages of typed and proofread text.

- Order of structural elements:
- UDC. Printed in the left top corner in regular font;
- ID ORCID. Printed on the left in regular font;
- Full name of the author. Printed on the left in regular font;
- Name of the organization the author represents. Printed on the left in regular font;
- Name of the article. Printed on the left in regular font, don't capitalize all words. Materials have to be presented in the following order:

- problem statement,
- recent research and publications analysis,
- object,
- presentation of the basic materials,
- conclusions and directions for future research,
- references.

– Abstracts and key words (wordage – 900 signs for abstract in Ukrainian language, 900 signs for abstract in Russian language and 2500 – 3500 signs for abstract in English; each abstract has to be followed by five or six key words). Abstract has to be typed in regular font, ordinary spacing. Second name and initials of the author and the name of the study in Ukrainian, Russian or English language are placed before the abstract.

After the List of references include References according to the international standard APA (American Psychological Association (APA) Style).

Working languages of articles are Ukrainian, Russian, Czech, or Hungarian.

The text has to be typed with 1.5 intervals, Times New Roman font, 14 size. Leave 2cm space from each side of the page. Text has to be typed without syllabification.

References in the text are marked with square brackets (position of the referred source in the alphabetical order, and page) as in the example [3:27], in order to state a range of pages – [3:25-27], pages that refer to the same source are divided with a coma - [2:16, 25], different sources are divided with semicolon – [3:25; 7:32-33;] or [4; 7; 12].

Guidelines for text layout:

text should have full justification;

dash cannot be substituted with a hyphen and vice versa;

use Latin quotation marks«...» in the text, but when citing inside a quote use double quotes "..."; in English abstract use double quotes "...";

pages should not be numbered;

first line indent – 1 cm, indentation must not be made with spacing of Tab key;

a piece of text can be highlighted in bold or italic (it can't be underlined);

An article can include graphic materials – figures (submit in a separate file), tables, and others. Photographs have to be in jpg, tif, cdr format. Tables have to be numbered and named.

III. EDITORIAL STAGE

3.1. Submitted articles (in person or by e-mail) are accepted for preview only with a complete set of documents, including:

the article: printed and electronic versions (mandatory);

application form;

review of the article;

application request.

3.2. The author/ authors sign the article on the last page.

3.3. Editorial board sends articles for review (blind review). Reviews are processed at a session of the editorial board and approved for printing in the Newsletter. The board retains the right for minor editing with further reconciliation of all corrections with the author/authors off the article.

3.4. Assistant editor creates a proof copy, which is approved at a session of the board. Editorial board permits printing of the Newsletter. A decision about uploading the Newsletter online is made if needed.

IV. PRINTING STAGE

4.1. The Newsletter is printed by Transcarpathian Academy of Arts.

4.2. Assistant editor creates a final proof that includes all articles approved by the editorial board and sends it for desktop publishing and printing of 350 copies.

4.3. The Academy sends proof prints and deposit copies to the statutory receivers (see: *Appendix 1*).

4.4. Other copies are forwarded to the research library of the Academy and sent to the authors.

4.5 A mailing list of authors – not workers of the Academy is formed by the assistant editor for each issue.

V. FUNDING AND REALIZATION OF THE NEWSLETTER

5.1. Collection of research papers Newsletter of Transcarpathian Academy of Arts is published with funds of the Academy, authors, sponsors and charitable contributions.

5.2. Workers of the Academy, members of the editorial board and Ph. D. candidates receive a free copy of the Newsletter. Authors who are not workers of the Academy have to pay 30 (thirty) hryvnias per page.

Fee for an article may vary depending on the cost of publication of the Newsletter. The fee includes editorial costs (editing, assistant editor's work, mailing expenses and others), printing costs.

5.3. Estimate of expenses for each issue of the Newsletter is created based on the Regulations on calculation of editorial and printing costs. Price of each issue of the Newsletter is established on the basis of actual expenses for publication.

Vice rector
for academic affairs and research



Nataliya Rebryk