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## GUIDELINES FOR AUTHORS

To be considered for a publication in the journal, only research papers that have never been published before are accepted. The article should be devoted to the relevant subjects, present the results of a thorough study, be characterized by innovations and scientific conclusions in accordance with article's goals (specified tasks). The publication is *free of charge* for the authors.

The length of accepted manuscripts should be 17–20 pages (including references and extended summaries) of A4 format, 1.5 spacing. All margins – 2 cm, indent – 1.27 cm, font:

Times New Roman 14 pt saved in Word for Windows (\*.doc). To create formulas, tables and charts, special functions of the Word for Windows should be used. The articles should be provided in two copies, in printed and electronic variants (by e-mail or on a flash drive). The articles are accepted in Ukrainian, Russian or English. No separation of words is accepted. The last page should be signed by the author. Postgraduate students and competitors for PhD should provide a letter of reference from their supervisors.

The author should also sign the License Agreement to agree with publication in the Journal (the Form of Agreement is available at the web-site).

Every manuscript should be classified with UDC and JEL Classification Codes. *The scheme of situation of abbreviations*, font sizes, intervals, structure of paragraphs and sub-paragraphs, as well as references, *is described at the web-site in details (<http://www.dse.org.ua>)*.

At the beginning of the article, authors' name and surname should be placed, as well as their academic degree and rank, position, affiliation, postal and electronic address, the publication's title, summary and the key words – *in three languages*.

*The article should consist of the next structural components*: description of the research problem, relevance of the theme, innovative character, analysis of the recent studies and publications, setting of the article's goal and tasks, the main findings of the study, conclusions and prospects of future studies in the field. The references are placed in the end of the article.

*The Summary in Ukrainian and Russian* should be within 150–250 words. The *English Summary* should be within 250–300 words (not less than 1,800 printed signs).

*Mandatory guidelines for the Summary*: informing character (no general words); well-developed structure (successive logic of description of the article's findings should be assured); relevant (description of article's main contents; define the study's main tasks; summarize the key findings and their importance); detailed definition of the author's contribution (which positions are developed, proposed, defined, justified, made, revealed, etc.); compact character.

*Author's summary should*: explain the study's approaches, but without methodological details; provide no references and abbreviations.

When describing the paragraph «Analysis of the recent studies and publications», the author should provide 3–4 examples of studies in brief, and describe the contribution of these authors (name and surname in the language of the article).

All graphic materials (figures, illustrations, schemes, charts, etc.) should be clear and expressive. The sources of information should be placed below the titles of figures.

The tables should be accompanied with a title, while their headlines should precisely respond to the contents, with no empty cells. The sources of information should be placed below the tables.

*Attention!* Due to inclusion of the journal into some international bibliography and reference databases, the References of publications should be prepared in two blocks: LITRATURE and REFERENCES (this requirement is also eligible for publications in English):

1) LITRATURE – sources of reference in Ukrainian, prepared in accordance with the Ukrainian standard of bibliography description (Form # 23, approved by the Decree of the State Certification Committee of Ukraine from March 3, 2008 № 147). Based on VAK.in.ua (<http://vak.in.ua>) you can quickly, easily and automatically prepare your «LITERATURE» list.

2) REFERENCES – the same list of references transliterated into English (guidelines of international bibliographic standard APA-2010, guidelines of transliterated references at <http://www.dse.org.ua>, section for authors).

The titles of periodic journals in Ukrainian and Russian languages (journals, collections, etc.) are given in the transliterated form (guidelines of Ukrainian transliteration: decree of

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the Cabinet of Ministers of Ukraine from 27 of January, 2010 №55, The Government Courier from 10.02.2010 № 5), while they should be accompanied with English translation in brackets. <http://www.slovyk.ua/services/translit.php>.

When citing the Journal «Demography and Social Economy», the authors should refer to the transliterated form of the Journal's name – Demohrafiia ta sotsialna ekonomika.

The references (no more than 15 works) are placed in accordance with the order of citing over the text. To simplify the procedure of citing references in accordance with the requirements of the State Certification Commission of the Ministry of Education of Ukraine, you could use the on-line resource for making automatic references: <http://vak.in.ua>.

The Journal «Demography and Social Economy» is classified with DOI index since 2009.

All manuscripts are subjects for internal and external review by the members of the Editorial Board, and experts from the respective research fields. The Editorial Board should receive at least one external review and at least one internal review. To ensure the fair examination of scientific value of manuscript, an independent blind review can be used (without mentioning the names of authors and reviewers).

The Editorial Board has a privilege to review, edit, abridge (not changing author's opinion), and select the manuscripts. In case of a negative review or important remarks, the manuscript can be returned to the author (authors) for working out. Declined manuscripts should not be returned. The manuscripts submitted with no consideration of the mentioned requirements, cannot be published in the Journal. The reviewed manuscripts are examined by the Editorial Board of the Journal and recommended by the Scientific Council of the Institute.

The author is responsible for authenticity of the information, data, references, names and translation. The materials that are being published in the journal reflect the view of their authors, and not necessarily are agreeing with the position of Editorial Board.

**Deadline for submission of articles to the journal:**

- ***the first volume: 20<sup>th</sup> of December*** (journal submission for publication in March of this year);
- ***the second volume: 25<sup>th</sup> of March*** (journal submission for publication in July of this year);
- ***the third volume: 10<sup>th</sup> of September*** (journal submission for publication in December).

***The manuscript should be attached with the author's reference:*** full name and surname of the author, academic degree and rank, affiliation, including institutions and positions, full postal address (with index), e-mail, contact telephone numbers

## **GUIDELINES OF MAKING THE REFERENCES IN THE ENGLISH TRANSLITERATION\***

We recommend the next approach to structuring bibliographic references in the article: authors' surname and name (transliterated), a title of publication in the transliterated form and translation into English in the brackets [ ], reference in the transliterated form and its translation into English in the brackets [ ], output data with English specifications, or only digital data (depending on the used standard).

There is a detailed description of making the References at the web-site: <http://www.dse.org.ua>. A free program of transliteration of Ukrainian texts is available at the web-site: <http://www.slovyk.ua>, while transliteration of Russian texts is available at: <http://www.translit.ru>.

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\* transliteration is the conversion of a text from one script to another (conversion of letters of some writin system into another one).

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## THE PROCESS OF REVIEWING THE ARTICLES SUBMITTED TO THE SCIENTIFIC JOURNAL “DEMOGRAPHY AND SOCIAL ECONOMY”

I. Academic papers submitted to the Editorial Office have to pass through the process of reviewing by highly qualified experts in the relevant research fields. The experts hold the academic degrees (Doctors of Science or Candidates of Science (PhD) and have experience in the related studies, as well as academic publications. In case of a need, the Chairman of the Editorial Board invites additional scientific experts. If authors' views significantly differ from the reviewer's views, the article is submitted to the third party reviewer, while it is also discussed at the meeting of the Editorial Board. The reviewers are invited by the Chairman of the Editorial Board and the Deputy Chairman.

The blind peer review of two experts is conducted for all papers.

II. The reviewer should work on the article within 10–12 business days since the date of receipt and submit his/her review to the Editorial Board in person or by e-mail. If the reviewer is unable to review this article, he/she should send the motivated rejection within 3 days. The length of reviewing is identified individually in order to ensure the most expeditious publication of the article, but must not exceed two weeks.

III. The review should clearly identify the theoretical or practical significance of the study, and estimate the links between the article's title, objectives and conclusions with the existing scientific concepts. The reviewer should evaluate author's personal contribution to the study of research problems, its relevance and novelty. It is purposeful to mention the conformity of style, logics and comprehensibility of the presentation of research findings, as well as completeness and adequacy of representation in the title and the extended abstracts. Authors' conclusions might be evaluated in terms of reliability and validity, as well as ethical considerations, including plagiarism.

The review should be based on the proposed form, signed by the reviewer with identifying his affiliation, position, academic degree and title, date of signing the review.

IV. In the review provides additional comments and suggestions for the author, the paper is sent to the author with a confidential review.

When finalizing the articles with regard to the comments of reviewers, the author should mark the revised text, as well as amendments in the text, tables, figures and other additional information in order to enable the timely informing of the reviewer about the accepted suggestions.

After article's updating, the texts are sent to the reviewer to verify the accuracy of the revisions and amendments.

The final decision on publishing of the article is made by the Editorial Boars after receipt of the reviewer's conclusion.

V. The original texts of reviews are kept in the Editorial Office of the Journal for two years.

VI. In case of the reviewer's multiple critical comments, but general positive recommendations for publishing, the article might be placed in the category of polemical studies and marked with the note “Scientific discussion”.

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*In accordance with the License Accession Agreement,*

*by sending an article for review the author agrees to the terms of this agreement and transfers to the Institute of Demography and Social Studies named after MV. Ptukha of the National Academy of Sciences of Ukraine (editorial board of the journal “Demography and Social Economics”) the right for the publication of the article and use of materials. The copyright is owned by the author of the article. The payment of the author’s reward to the author / authors for the performance of the work by publishing it in the journal “Demography and Social Economy” is not provided. The author is not charged for the publication of the article.*

**License Accession Agreement**

**Kyiv**

\_\_\_\_\_ **2018**

This License Accession Agreement (hereinafter referred to as the “Agreement”), which is the Agreement of Accession in accordance with Clause 634 of the Civil Code of Ukraine, is concluded between Co-authors (Full name) ,

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**FULL NAME**

(hereinafter referred to as the “Co-authors” and the Institute of the Ptoukha Institute for Demography and Social Studies of the National Academy of Sciences of Ukraine (hereinafter referred to as the “Institute” in the person of Deputy Director Makarova Olena Volodymyrivna, acting on the basis of the Statute of the Institute (collectively referred to as the “Parties”) as to the article “(Title of the Article in the language of the article)”, set forth in English (in Ukrainian, Russian) (hereinafter referred to as the “Work”)

**1. Scope of the Agreement**

1.1. By providing the Publisher with any Work, Co-authors – an individual person ( persons) who created the Work by his (their) creative labour, irrevocably agrees (agree) with the terms of this Agreement.

1.2. Co-authors grants (grant) to the Publisher an exclusive royalty-free license to use the Work for an unlimited period of time, and the Publisher publishes an article in the journal “Demography and Social Economics».

1.3. The Publisher acquires the right to use the work in the following ways:

1.3.1. Copying, reproducing and technological processing of the whole work or any part of it on the computer equipment of the Institute (editorial board of the journal “Demography and Social Economics”) by recording, rewriting it in a digital format.

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1.3.5. Publishing, editing, reprinting – releasing to the world, duplicating of the work in the original language and in translation on any carrier (digital and / or in hard (paper) copy).

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1.3.7. Including of the title of the Work and information about its Author (Co-authors) in the databases (list or index of publication), references and citations in any of the editions of the journal “ Demography and Social Economics “on any carrier.

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1.3.8. Public use of the work or any part of it during presentations, trainings, round tables, press clubs, press conferences, with name-title reference of the Work, and publication in which the Work appeared.

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1.4. Territory of use is unrestricted.

1.5. Maximum circulation of the product on any carrier is unrestricted.

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2.1. The Co-authors guarantees (guarantee) that at the time of submitting the work to the Publisher:

2.1.1. He (they) –Author (Co-authors) - olds (hold) the copyright to this Work.

2.1.2. The Work or any part of it is an author’s original development, and has not previously been published in any other edition and will not be released or promulgated in any other publication.

2.2. The Co-authors guarantees (guarantee), that any parts or fragments of other Works, the copyrights of which belong to third parties, are not used in the Work aforementioned, and quotes from the Works of the third parties are cited with reference to the author’s name and original source.

## **3. Rights of the Parties**

3.1. The Publisher has the right to:

3.1.1. Establish the rules (terms) for accepting and publishing the Works in the editions of the journal “Demography and Social Economics”.

3.1.2. Use the Work at its own discretion in any way within the confines of this Agreement (in accordance with clause 1.3).

3.2. The Co-authors has (have) the right to:

3.2.1. Receive from the Publisher reliable data to finalize the Work as a whole.

3.2.2. Receive from the Publisher reliable data on the specifications and corrections made to the Work, to provide written and verbal consent to their issuing by the Publisher.

3.2.3. Require recognition of the authorship by properly indicating the name (names) of the Author (Co-authors) on the Work and its copies and for any public use of the work, whenever practicable.

3.2.4. Require to exclude their name ( names) in case of using the Work by the Publisher, by the way of informing the Publisher in writing, not later than the preparation for the use of the Work is completed.

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## **4. Obligations of the Parties**

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4.1.2. Not to publish the Work in other printed and (or) electronic editions in Ukrainian or other languages and not to distribute it without the consent of the Publisher.

4.2. The Publisher undertakes:

4.2.1. To provide reviewing of the Work, content and copy editing, producing and (or) processing of illustrative material (drawings, graphs, tables, charts, diagrams), producing of an electronic make-up page of the Work, reproducing and distributing of the Work on any carriers in accordance with the terms of this Agreement.

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4.2.2. To agree upon with the Co-authors the written and verbal amendments made to the work.

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5.1 The Co-authors bears (bear) responsibility for the authenticity of the facts, quotations, calculations, conclusions, references to the legislation of Ukraine, official documentation and (or) the scientific validity of the Work.

5.2. The Co-authors bears (bear) the responsibility to third parties who claim their rights to the Work.

5.3. If the Co-authors of the Work, when submitting it, have concealed the fact of its publication in any other editions before its submission to the Editorial Board of the journal “Demography and Social Economics”, after confirmation of the fact, the Work shall not be subject to publication, the Co-authors shall be advised in writing, and the granted exclusive license shall expire.

### **6. Dispute settlement process**

6.1. Any disputes arising in connection with the execution of this Agreement, or related to it, shall be settled by negotiation.

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### **7. Contribution to the Work (article):**

7.1. When writing the Work (article), hired labor of other persons («ghostwriting») was not used by the Author (Co-authors), and the list of authors does not include persons, not related to this research («guest authorship»).

7.2. Total percentage of the Author (Co-authors) is (research design, data collection, statistical analysis, interpretation and processing of data, calculations, preparation off manuscripts, preparation of drawings, analysis of research and works by other authors and literature search, etc.) (%):

<b>Full name of the author (co-author)</b>	<b>Total percentage, %</b>	<b>Contribution to the article</b>	<b>Author's signature</b>
1.		(Fill the space)	
2.			

### **8. Other terms**

8.1. If, within three months from the date of receipt by the Publisher, the Work does not receive a positive review, which is the basis for its publication, the Author (Co-authors) shall be advised about the rejection of the Work in writing: by e-mail. The tangible medium of the Work provided by the Author (Co-authors) to the Publisher is not subject to return. The Publisher does not correspond with the Author (Co-authors) regarding the reasoning (motivation) for rejecting the work. After this, all rights to the Work, granted to the Publisher under this Agreement, are transferred to the Author (Co-author).

8.2. Payment of the author's remuneration to the Author (Co-authors) of the Work for its use is not provided under this Agreement.

8.3. The Author (Co-authors) agrees (agree) that the implementation by the Publisher of the transferred rights to the free use of the Work in accordance with the terms of this Agreement cannot be considered an encroachment on the personal non-property and property rights of the Author (Co-authors).

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8.5 . This Agreement becomes effectible on the date of submitting the Work to the Publisher by the Author (Co-authors).

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