

# PUBLISHING POLICY OF THE “YEREVAN STATE UNIVERSITY” FOUNDATION (NEW EDITION)



**YSU  
PUBLISHING HOUSE**

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## 1. FOREWORD

In book publishing, the YSU Publishing House is guided by the belief that the development of every aspect of the field is equally important, starting from book discussion and expert work to proofreading, editorial work, and publication. The role of the YSU Publishing Council is important to implement the programs in the book-publishing sphere, which allows making deliberative, professional opinion-based decisions, avoiding individual ones. Before making decisions, the professional opinion of each member is taken into account to create an impartial and transparent atmosphere.

The programs of YSU Publishing House in the book publishing sphere are aimed at solving the following issues: development of publishing work, publication of textbooks and manuals necessary for the educational process, preservation, development, dissemination, and popularization of literary and cultural heritage through literary products, creation of conditions for the reproduction and development of the creative potential of society, book distribution, and creation of favorable conditions for international cooperation in the field. The prospective goal of the YSU Publishing House is to promote the creation of significant, permanent, and public works, which in turn will contribute to the development of science and civil society.

The YSU Publishing House uploads the published works on its website to satisfy the students, scientists as well as the public's reading demands, with modern educational and scientific literature, encouraging the publication of professional, critical, and jubilee literature at the same time.

One of the priorities of the YSU Publishing House is also the solution of copyright and related issues in the Armenian book publishing market, which is aimed at moving author-publisher-reader cooperation exclusively into the legal field.

The publishing policy includes general standards for scientific and educational publications, which will help authors to delimit the type of work to be published while clarifying the accepted standard requirements for the corresponding work.

The publishing policy suggests the requirements for the structure of published works, making references, guaranteeing publication, copyright protection, and publishing ethics provisions.

The YSU Publishing House publishes exclusively important, urgent works of applied importance, which are approved by the YSU Publishing Council.

## 2. BOOK PUBLISHING PROCESS STANDARDS FOR PUBLISHED BOOKS

### **Criteria for being considered an author**

- Preparation of the work, independent expression of thought, content editing, contribution to the design of the work, collecting data, completing the thought, analyzing and interpreting,
- Conducting and developing research.

### **Structural requirements of work**

**Title.** The title should express the essence of the issues discussed in the work. It should be clear and understandable for specialists in other fields, reflect the content, avoiding general and vague expressions. If necessary (depending on the format of the published book), the place and period of the research can be mentioned (EASE (European Association of Science Editors) guide for authors and translators of scientific articles published in English).

Name of author(s). If the work is co-authored, authors should be listed according to their contributions.

Summary (Maximum 250 words). The summary is a brief description of the main points of the study. It should include the research subject, problems, aim, research methods, and results. The summary should answer the following questions:

- What is the book about?
- What is the purpose of the book?
- What are the objectives?
- What are the modernity and scientific novelty of the book?
- What conclusions did the author draw?

Graphs and tables. Graphs and tables should be numbered and presented properly.

Conclusions. Conclusions should be presented in order of importance. It is necessary to compare the results obtained by the author with the results of other studies. If the obtained conclusions contradict the views of other authors, the reasons should be mentioned.

The author should indicate what practical application the paper can have. If the results are inconclusive, it is appropriate to suggest what further research is needed.

Bibliography. Only scientific sources should be given in the bibliography. References to statistical data, documents, reports, and Internet sources should be listed in the footnotes. The items in the bibliography should be numbered and presented in alphabetical order.

It is necessary to present the source data of all information taken from other publications in the bibliography, including all the data necessary to find the given source in the library or on the Internet. For non-English publications, it is necessary to present its original name (if necessary, the transliteration according to the rules of the given language), after which, if possible, the translation of the latter, specifying it in square brackets should be given. Unpublished information is not included in the bibliography. However, if it is necessary to mention, then it should be done in the main text of the work after obtaining the author's permission in advance, and its source should also be explained.

The information about the author(s) is necessary to place on the last page of the book, specifying the name, academic degree, rank, position, place of work, and e-mail address(es).

#### **Procedure for putting references.**

- References should be put proportionally, that is, there should be both opinions confirming the author's point of view and differing from it.
- Reference to studies published within the last ten years should be done, necessarily mentioning the work where the research issues were first raised (even if it was formulated more than ten years ago).

It is necessary to ensure that each reference cited in the text is also present in the reference list (and vice versa).

Yerevan State University Publishing House offers journals and authors the following internationally accepted formats of references (Numbered or Name-date style):

Harvard style,  
APA style,  
MLA Style,  
Chicago Style, etc.

#### **Technical requirements.**

Works must be sent through the electronic system.

Materials are presented in “MS Word”, and “LaTex” electronic formats with Unicode encoding, font size: 12, and line spacing: 1.

It is necessary to send the followings in a separate file:

- Information about the author (in Armenian, Russian, and English):
  - Author’s name (full),
  - Author’s position, rank, academic degree,
  - The full official name and postal address of the workplace,
  - Author’s email,
  - Documents related to work:
1. A report by the relevant faculty, in which the type of work, the number of pages, the color or non-color printing, the genre, and the number of copies of the work should be indicated,
  2. Letter of recommendation from the Academic Council of the relevant structural unit, chair, and faculty.

## FOR SCIENTIFIC ARTICLES

A scientific article is an up-to-date scientific study that, based on primary sources, presents research results—both theoretical and experimental—to fill gaps in collective scientific knowledge. YSU scientific journals accept exclusively important, current articles containing scientific novelty.

### Criteria for Authorship:

- Contribution to the formation of the article, collection of data, their analysis and interpretation.
- Preparation of the article or editing of its content.
- Development of research.

Full names as per passport or as previously published in articles.

### Structure of a Scientific Article

**Title:** The title should express the essence of the problems discussed in the article, using as few words as possible.

**Author(s)’ Name:** If the article is co-authored, the listing of authors’ names in the article should be given according to their contribution or in alphabetical order (the template is approved by the editorial board of the given journal).

**Abstract (maximum 250 words):** The abstract is a brief description of the main provisions of the article. It should include the subject, problems, purpose, methods, and results of the research. The abstract should answer the following questions:

6. What is the article about?
7. What is the purpose of the research?
8. What conclusions has the author reached?
9. What are the relevance and scientific novelty of the article?

**Keywords (5-10):** Words, phrases, terms, concepts that will help the reader find the article faster through search engines.

**Introduction (Justification and Importance of the Research):** The introduction should contain preliminary information or background to the problem necessary for the reader to understand the article. It should include the purpose, problems, research question, justification of its significance, the degree of literature development and analysis on that question, the author’s preliminary hypothesis and methods used in the study to justify or refute existing viewpoints, as well as the work plan, and the theoretical and practical significance of the research.

**In the Introduction:**

- References should be given proportionally, meaning that both opinions confirming the author's viewpoint and those differing from them should be present.
- Studies published within the last ten years should be referred to, with mandatory mention of the work where the research question was first raised (even if it was formulated more than ten years ago).

**Theoretical Basis, Methods, and Materials:** The article should clearly describe what work has been done and what methods were used to obtain the study results. Subheadings should reflect the different stages of the research process.

**Research Results (Scientific Novelty):** Research results are given without interpretation. Subheadings should be used to reflect each novelty separately. Results should be presented in a logical sequence, i.e., in order of importance, which may not coincide with their order of presentation in the text. When describing results, use past tense verbs, and when describing numbers and tables, use present tense verbs.

**Graphs and Tables:** Graphs and tables should be presented properly and numbered.

**Conclusions:** Conclusions should be presented in order of importance. It is necessary to compare the author's results with the results of other studies. If the conclusions contradict the views of other authors, the reasons should be stated. The author should indicate what practical application the research results may have. If the results are not final, it is advisable to suggest what additional research needs to be done in the future.

**References:** The reference list should only include scientific sources. References to statistical data, documents, reports, and online sources should be in the form of footnotes. The list should be alphabetical or by order of references and numbered (the format is approved by the editorial board of the given journal). The literature includes the research scope of the article. This scope should correspond to the subject of the research and at the same time should not be limited to it.

**Information about the Author(s)** a) The organization name should be used without the postal address. It is possible to mention several organizations where the author works. Authors are required to list all workplaces relevant to the conduct of the study. If the authors of the article are employees of different institutions, it is necessary to indicate the institution of each author using a footnote.

b) The full name, scientific degree, title, position, place of work, postal and/or email addresses should be indicated (the template is approved by the editorial board of the given journal).

**Technical Requirements**

The editorial board accepts articles exclusively through the "OJS" system (journals.ysu.am). Materials are submitted in "MS Word" or "LaTeX" electronic format with Unicode encoding, font size 12, and line spacing 1.

At the beginning of the first page, before the main text, it is necessary to write:

- Article title (in Armenian, Russian, and English)
- Abstracts (italicized) in Armenian, Russian, and English (maximum 250 words)
- Keywords (5-10 key words in Armenian, Russian, and English)

A separate file should be sent with:

- Information about the author (in Armenian, Russian, and English):
  - Author's full name
  - Author's position, title, scientific degree
  - Full official name and postal address of the workplace
  - Author's email address

The template is approved by the editorial board of the given journal and posted on the website.



### **Abstract Requirements**

The abstract should clearly convey what the article is about. The following abstract structure is preferable:

- Clear formulation of the relevance and problems investigated.
- Brief description of data and method(s).
- Explanation of the main findings (or arguments, if the work is purely theoretical).

All abstracts should be identical in content. Keywords in the corresponding language should be attached before the main text of each abstract.

### **Order of Literature References**

Please ensure that every reference cited in the text is also present in the list of references (and vice versa).

Yerevan State University Publishing House offers journals and authors the following internationally accepted citation formats (Numbered or Name-date style):

1. Harvard style
2. APA style
3. MLA Style
4. Chicago Style, etc.

## **3. GUARANTEE AND REVIEW PROCEDURE FOR PUBLISHED BOOKS**

The relevant chair and the Academic council of the faculty should guarantee all the works sent to the publisher and passed preliminary review. All reviewers should be scientists and authors of research relevant to the subject matter being reviewed. Based on the guarantees, received opinions, as well as the results of the discussions held in the Publishing Council, a decision is made on publishing the material.

The guarantor should:

- Follow the principles of academic objectivity and etiquette,
- Provide an unbiased scientific opinion,
- To give an objective and justified assessment of the research results, to make the necessary suggestions,
- Not to publish the work because it is the author's intellectual property,
- Inform about any significant or partial similarity of the work with other works;
- Identify relevant published works not properly cited or referenced in the work.

The publisher informs the author of the decision, providing a reasoned rejection if necessary. The review period is 1-2 months, depending on the quality of the submitted material.

All editorial changes are agreed with the authors.

Documents are archived and stored in the YSU Publishing House (2 years).

## **FOR SCIENTIFIC ARTICLES**

All articles sent to the editorial office and passed preliminary checks are subject to mandatory peer review. The editorial office organizes blind peer review or/and double-blind peer review, where reviewers and authors are anonymous. All reviewers are scientists and authors of publications and research related to the topic of the material being reviewed. Based on the results of the reviews, the

editorial board decides on the publication of the material. The reviewer is obliged to adhere to the principles of scientific objectivity and conduct:

- Provide an impartial scientific review.
- Give an objective and substantiated assessment of the research results, as well as make necessary recommendations.
- Do not publish the work, as it is the intellectual property of the author (confidentiality may only be violated if the reviewer declares the work to be unscientific or falsified).
- Inform the editor-in-chief about any significant or partial similarity of the reviewed work with another work.
- Indicate relevant published works that are not properly cited or referenced in the work.

Based on the results of the reviews, the editorial board makes one of three possible decisions:

- “reject”
- “send for revision, taking into account the reviewers’ comments”
- “publish”

The editorial office informs the author about the decision, providing a reasoned rejection if necessary. The author has no right to demand the reviewer’s data or to dispute the result without substantiated arguments.

- The revision period is 1-2 months, depending on the quality of the submitted material.
- All editorial changes are agreed upon with the authors through the journal’s electronic platform.

Reviews are stored in the editorial office for at least 5 years.

## **4. POLICY OF BEING PUBLIC OPEN**

Full-text versions of books and articles are released to the public domain immediately after publication.

All works are published under the Creative Commons Attribution-NonCommercial 4.0 International License. Creative Commons Attribution-NonCommercial CC BY-NC allows users to copy and distribute the work as long as it is not done for commercial purposes. Users have the opportunity to adapt the works to their requirements (reform, transform and build on the material) by making the necessary references. Full license details are available at <https://creativecommons.org/licenses/by-nc/4.0/>.

## **5. COPYRIGHT**

Copyright is the author’s exclusive right to his/her creation, in this case, a work. Copyright is intended to promote the creation of scientific and educational literature, and to support the creation of conditions for engaging in scientific work, ensuring the legal recognition and protection of the obtained scientific and creative results.

The author of the work is the person who created and wrote the mentioned work. If the work created by the joint efforts of two or more persons constitutes an indivisible whole, the copyright to such work belongs to those persons jointly (co-authors). A separate part of a co-authored work is considered independent if it can be used independently of other parts of the work.



The author undertakes to cooperate with the YSU Publishing House employees, making appropriate changes and corrections in the book or article if necessary. The author must guarantee the authenticity of references and citations. All rights to the electronic and printed materials of the books belong to YSU Publishing House and authors (See Editor and author responsibilities, [https://uk.sagepub.com/sites/default/files/editor\\_guidelines.pdf](https://uk.sagepub.com/sites/default/files/editor_guidelines.pdf)), (“Copyright and related rights on” Law of the Republic of Armenia, Article 5 (“Publication and publication of creativity”), 22 (“Free use of creativity”), 55 (“Publisher’s right”), <https://www.arlis.am/DocumentView.aspx?docid=25161>).

The author is obliged to confirm that he is familiar with the edited and proofread version of the article providing his signature. The YSU Publishing House is not responsible for inaccuracies or errors in the books published after the signature.

The Publishing House can organize the above-mentioned works also remotely.

## **6. PUBLISHING ETHICS**

To prevent violations in publishing activities (plagiarism, false information, etc.), and to ensure high-quality scientific publications and public recognition of the author’s scientific results, each member of the editorial board, publisher, author, reviewer, and institution involved in the publishing process must observe the ethical standards and rules of publishing and the prescribed procedure. Observance of ethical principles by all ensures the authors’ intellectual property rights, and improves the quality of the journal, excluding the possible misuse of copyrighted materials in favor of the interests of some individuals (Ethical publishing, <https://www.elsevier.com/authors/policies-and-guidelines>).

The Publishing House observes the general ethical principles accepted for the publication of scientific materials, guided by the recommendations of the Committee on Publication Ethics (COPE) (See <https://bit.ly/3JxRKmG>). Violation of copyright and moral norms is not only unacceptable but also hinders the development of scientific knowledge, undermining the reputation of journals and publications, as well as the proper organization of the publishing process. The authors are responsible for the accuracy of the data presented and the results obtained. Submitting false data is a violation of the ethical code.

When presenting work, authors (groups of authors) should be informed that they are responsible for the novelty and reliability of scientific results, which implies the observance of the principles mentioned below.

- Authors must provide reliable results of the work, or study. They must provide only accurate facts and data, provide sufficient information, not use privately obtained information without existing written consent, and not allow falsification of data.
- The submitted work must not have been published before, as well as the work cannot be submitted to different publishing houses unless they have a joint publishing agreement.
- Authors must ensure the independence of the results presented in the paper. Each borrowed passage or quotation must be accompanied by a reference to the author and source. Excessive citations and any form of plagiarism, including unreferenced citations, paraphrasing, or appropriating the results of another person’s research, are unethical and unacceptable. The publisher considers citations without references to be plagiarism. Quotations from one’s own publications without references are also plagiarism, which

should be used as little as possible. Works containing plagiarism will not be accepted for publication.

- Authors should avoid duplicating work. If parts of the work have been previously published, the author must cite the previously published work, indicating the differences.
- Authors should not present a work submitted to another publisher for consideration. It is important to mention the contribution of all the people who in one way or another participated in the creation of the work.
- All those who contributed significantly should be considered co-authors. It is not acceptable to include in the list of authors those persons who did not participate in the creation of the book.
- Authors should respect the work of the Publishing Council and reviewers and, if any, eliminate the mentioned inaccuracies or justify them.
- Authors must present and prepare their works with the standards set by the YSU publishing house.
- If authors discover obvious errors or inaccuracies in the work during the review stage or after publication, they should immediately notify the publisher.
- The author has the option to reclaim his work after submission, as long as it is not edited.
- Content changes and corrections made in the books are agreed upon with the author. If the editors do not agree to the interventions, the parties have the right to refuse publication of the material or to come to an agreement.
- The publisher undertakes not to use the data contained in them and not to provide them to a third party, except for the reviewers, until the publication of the received material.

Duties of the Publishing Council. The Council makes unbiased decisions based solely on the professional level and quality of the materials provided.

Editorial Responsibilities. The editorial team follows the publishing requirements of the journal, guaranteeing the high scientific level of the published works. The editorial team makes unbiased decisions based solely on the professional level and quality of the materials provided.

The Editor-in-Chief evaluates the scholarly content of the work regardless of the author's race, ethnicity, gender, sexual orientation, religious beliefs, citizenship, social status, or political preferences.

The Editor-in-Chief decides on the publication of materials according to the following basic criteria:

- the correspondence of the work to the journal,
- the relevance, novelty, and scientific significance of the presented work,
- clarity, reliability of results, and completeness of conclusions.

Conflict of interest. A conflict of interest arises when there is a conflict between a person's interests and the responsibilities of his/her scientific and publishing activities. Objectivity can be influenced by personal, political, financial, scientific, or religious factors. In case of a conflict of interest, the author and the reviewer are obliged to inform the editor-in-chief.

## 7. GENERAL DETERMINANTS OF SCIENTIFIC AND EDUCATIONAL PUBLICATIONS

### A. SCIENTIFIC WORK / PUBLICATION

A **monograph** is a publication with a complete, detailed, and systematic statement of the main data and results of scientific research work, with the guarantee of the university, scientific research structure, scientific department, or the Academic Council of the faculty, with a volume of at least 7.5 printed press.

The monograph is a vital part of the scientific field, acting as a key vehicle for scientific research and publication. Along with the scientific journal, the monograph is the primary means of disseminating new research that can define fields of study for decades (<https://bit.ly/3lAF7zj>). <https://www.cambridge.org/about-us/news/oxford-university-press-and-cambridge-university-press-find-monograph-continues-play-crucial-role-researchers/>

A **scientific/scientific-methodological article** is a research work on a specific issue, written in a brief but logical sequence, containing scientific novelty, with a clear conclusion, reflecting the main research results of the issue, using scientific methodology and literature references, which was published in a peer-reviewed scientific periodical. Conference reports and theses are not considered scientific articles. To increase the effectiveness of international scientific communication, scientific articles, and other publications should be **complete, concise, and understandable**.

A **separate chapter** of a book or a separate section of a collection is a scientific research work with the basic criteria of a scientific article, which has been published in a book or collection with scientific assurance.

A **review article** is a scientific essay containing a professional assessment and objective analysis of a scientific work or research, which was published in a peer-reviewed scientific periodical.

### B. EDUCATIONAL WORK / PUBLICATION

A **textbook** is an educational-theoretical publication, a comprehensive, systematic, relatively simple, and understandable scientific research/scientific-methodological work on all topics of a subject/discipline included in the curriculum, the purpose of which is to transfer fundamental, key knowledge.

A university textbook must necessarily have the endorsement of the scientific councils of the university and the scientific department (volume: at least 7.5 printed sheets). The endorsement of the work as a textbook can be given by the university's scientific council.

A textbook must:

- Have a high scientific-methodological level and correspond to the main directions and achievements of the development of scientific thought.
- Ensure accessibility, connection between lectures and practical knowledge, and stimulate independent work.
- Have clear identification of topics, necessary references, and a bibliography.
- Fit without difficulty into the scientific-pedagogical concept of teaching.

The volume of the textbook should be commensurate with the role and place of the subject in the curriculum and correspond to the time allocated for studying the given course. Textbooks intended for practical language courses must be based on modern approaches to language teaching, have a clear, leading methodology for teaching/learning, ensure the principle of presenting material from simple to complex, develop all language activity skills, and form appropriate competencies.

The functions of a textbook are:

1. Informational – factual presentation of educational material in the form of texts, diagrams, charts, photographs, etc.
2. Didactic – management of the student’s educational and cognitive activity.
3. Self-educational – formation of self-education skills.
4. Motivational – formation of students’ interest in the subject.
5. Control – development of teaching exercises and assignments, application of intra-subject and inter-subject knowledge, correspondence of the textbook to the organization of students’ independent work.

A **study guide** is an educational-theoretical publication that partially replaces or supplements a textbook, including a scientific-applied exposition of a specific profession/educational program or its individual component(s), or narrowly specialized topics. The guide may include not only universally recognized knowledge but also problematic approaches, different viewpoints and provisions, didactic and practical materials, and assignments (volume: at least 5 printed sheets).

(Subsection B of Point 7 was amended by the decision No. 19/4 of the YSU Scientific Council on 02.05.2024).

### **C. EDUCATIONAL-METHODOLOGICAL WORK / PUBLICATION**

Among the educational-methodological works are educational-methodological, laboratory manuals, and program-methodological guidelines for teaching courses or modules.

An **educational-methodological manual** is a work containing methodological and theoretical provisions and guidelines written for studying and teaching any science or branch of science, educational subject, printed with a scientific guarantee.

A **study manual** is a publication intended for students and includes practical explanations, instructions, justifications, and assignments on additional topics, problems, and narrow professional questions to best master the given profession, subject, program, or course.

The **laboratory manual** is a publication intended for students and is intended to support, help, and guide the student to independently perform research, laboratory, and practical works. It contains a description of additional topics, problems, practical works on narrow professional issues, experiments, and a brief theoretical explanation for mastering the subject, program, or course in the best way.

The **course or module teaching program-methodological guidelines** specify in detail the goals of the course/module, educational outcomes, teaching and assessment methods and approaches, the forms of classes and their distribution according to hours, the content of each class, the content of teaching and student’s independent work, guaranteed by the Academic Council of either YSU or educational unit