Federal State Budgetary Educational Institution of Higher Education
“Saratov State Law Academy” Institute of the Prosecutor's Office

Requirements for Materials Submitted to the Editorial Office for Publication in the Journal **“**Almanac of the Institute of the Prosecutor's Office of the Saratov State Law Academy ‘Man and Law – XXI Century’”

Submission Procedure

Articles are accepted according to the following schedule:

- For Issue No. 1 – until March 1 of the current year;
- For Issue No. 2 – until May 1 of the current year;
- For Issue No. 3 – until September 1 of the current year;
- For Issue No. 4 – until November 1 of the current year.

Publication Requirements

The journal accepts for publication articles written in Russian that possess scientific novelty, contain constructive proposals for improving legislation, and present new concepts aimed at the further development of legal science.

1. **Manuscript Structure:** Each article submitted for consideration must include: title, author's full name, academic degree, position, department (or other affiliation), full official name of the institution, abstract, and keywords (5–10 words or phrases, excluding prepositions, conjunctions, etc.). All information must be provided in both Russian and English.
2. **Formatting Requirements:** The manuscript should be prepared in A4 format; font size 14; Times New Roman typeface; 1.5 line spacing; page numbers centered at the bottom of the page; paragraph indentation – 1.25 cm.
3. **References:** Bibliographic references must be formatted in accordance with the State Standard GOST R 7.0.5-2008 (Russian National Bibliographic Reference Standard).
4. **Originality Check:** A originality certificate is mandatory. For publication in the Russian Science Citation Index (RSCI), the originality of the material must be at least 75%.

Requirements for the Structure and Content of the Manuscript

1. The materials submitted must present significant, complete, and previously unpublished results of legal research.
2. At the end of the article, the author must provide key conclusions that summarize the obtained scientific and practical results, as well as outline directions for further research on the problem.
3. Tables (figures) must have headings (titles) and be numbered consecutively throughout the article; their content should not duplicate the text. The heading is

placed above the table (for figures – below the figure). All abbreviations used in tables and figures (except generally accepted ones) must be explained in a note. If the text contains only one table, figure, or formula, they are not numbered; if there is more than one, numbering is mandatory.

4. All illustrative material (graphs, diagrams, photographs) is referred to as figures, must be numbered consecutively, and submitted in black and white.

Articles by postgraduate students (aspirants) must be accompanied by a review from their academic supervisor.

The electronic version of the article, as well as information about the author, may be submitted by email to the journal's editorial office address: almanahip@yandex.ru

Submission of Information about the Author(s)

In addition to the author information provided in the manuscript itself in accordance with the requirements listed above, a separate file containing extended information about the author(s) in Russian must be attached. This extended information must include:

1. Full last name, first name, and patronymic;
2. Academic degree and academic title (in full);
3. Place of employment in accordance with the official name of the organization (including the address);
4. Position held;
5. E-mail address;
6. Contact telephone number.

Article Formatting Requirements

1. **Article length:** between 5 and 11 pages of printed text (including the bibliography/reference list, excluding the abstract).
2. **Page layout:** margins: top – 2 cm, bottom – 2 cm, left – 2 cm, right – 2 cm. Pages must be numbered.
3. **Font:** Times New Roman, size 14, justified alignment.
4. **Text editor:** Microsoft Word.
5. **Line spacing:** 1.5 lines.
6. **Title page / Heading formatting:**

    - **In Russian:** Provide the full surname and initials of the author(s), academic degree, academic title, position, and place of employment.
    - **In English:** Provide the surname and initials of the author(s) in transliteration, academic degree, academic title, and place of employment in translation.
    - The **article title** must be provided in both Russian and English.

- An **abstract** in Russian and English – at least 30 words each (placed directly before the main text).
- **Keywords** – at least 10 words or phrases in both Russian and English.

7. Formatting of References and Citations

The list of sources used should be placed at the end of the text under the heading "Bibliography" (or "References").

- The bibliography is arranged in the order of citation (in the order in which sources first appear in the text). Each source is assigned a sequential number, starting with 1.
- In the text, references to sources are formatted using square brackets indicating the sequential number of the source from the bibliography. When quoting directly, the specific page number must be provided, for example: [5, p. 115]. If the author refers to the source as a whole, the page number is omitted: [5].
- Repeated references to the same source are made by indicating its original number. The source is not duplicated in the bibliography.
- The formatting of references must be consistent for all sources of the same type (uniform indication or omission of publishers, total number of pages, etc.).

EXAMPLES OF BIBLIOGRAPHY (REFERENCES) FORMATTING

Normative Legal Acts

Order: *Type of legal act (Law, Decree, Resolution, Order, Ruling, etc.), date of adoption (in format: Day Month Year), number, title (date of amendment, if any, in format: Day Month Year) // source of publication (title, year, issue number for journals; title, year, date for newspapers);source of publication of the amended version. If access to the document is restricted, indicate: "Access from..." If the document was not officially published, indicate: "The document was not officially published. Access from..."*

Examples:

Federal Law No. 52-FZ of March 30, 1999 "On Sanitary and Epidemiological Welfare of the Population" (as amended on July 24, 2023) // Collection of Legislation of the Russian Federation. 1999. No. 14, Art. 1650; 2023. No. 31, Part 3, Art. 5808.

ILO Convention No. 95 of July 1, 1949 "Concerning the Protection of Wages" (Geneva) // Bulletin of the Supreme Court of the Russian Federation. 1995. No. 5.

Federal Law No. 326-FZ of November 29, 2010 "On Compulsory Medical Insurance in the Russian Federation" (as amended on October 29, 2024) // Rossiyskaya Gazeta. 2010. Dec 3; Official Internet Portal of Legal Information. URL: http://pravo.gov.ru (publication date: 29.10.2024).

Appellate Ruling of the Moscow City Court of March 4, 2013 in Case No. 11-7135 // ConsultantPlus Legal Reference System.

Ruling of the Constitutional Court of the Russian Federation No. 1276-O of June 9, 2015 "On the Refusal to Accept for Consideration the Complaint of Citizen Matveev Denis Viktorovich Alleging Violation of His Constitutional Rights by Provisions of Article 413 of the Code of Criminal Procedure of the Russian Federation." Access from the ConsultantPlus Legal Reference System.

Journal and Collection Articles

Ryzhenkov A.Ya. Theoretical Prerequisites for the Sectoral Independence of Housing Law // Laws of Russia: Experience, Analysis, Practice. 2017. No. 1. Pp. 3-7.

Selyutina E.N., Kholodov V.A. Participation of Local Self-Government Bodies in Providing Housing for Orphans: Prospects of the Project Approach // Municipal Service: Legal Issues. 2018. No. 1. Pp. 17-22.

Sulakshin S.S. Information Warfare Against the Russian Federation // Information Warfare Against the Russian Federation: Institutionalization of Information Confrontation in the Context of Implementing the National Security

Strategy of the Russian Federation: Proceedings of the Round Table. Moscow: Nauchny Ekspert, 2011. Pp. 6-42.

Dissertations and Dissertation Abstracts

Girvits A.V. Police Discretion in the Activities of Internal Affairs Bodies of the Russian Federation: Extended Abstract of Cand. Sci. (Law) Diss. Nizhny Novgorod, 2017. 31 p.

Rusinova V.N. Human Rights in Armed Conflicts: Correlation of Norms of International Humanitarian Law and International Human Rights Law: Dr. Sci. (Law) Diss. Moscow, 2016. 54 p.

Monographs and Textbooks

Chirkin V.E. Constitutional Terminology: A Monograph. Moscow: Norma: INFRA-M, 2024. 272 p.

Transformation of Human Rights in the Modern World: A Monograph / executive editor A.N. Savenkov. Moscow: Norma: INFRA-M, 2023. 256 p.

Kolobova S.V., Sergeenko Yu.S. Labor Law of Russia: A Textbook. 2nd ed., revised and enlarged. Moscow: Yustitsinform, 2018. 404 p.

Administrative Liability in the USSR / [V.M. Manokhin, V.I. Novoselov, D.N. Bakhrakh et al.]. Saratov: Saratov University Press, 1988. 168 p.

Criminalistics: A Textbook / [O.V. Volokhova, N.N. Egorov, M.V. Zhizhina et al.]; edited by E.P. Ishchenko. Moscow: Prospekt, 2011. 504 p.

Teaching and Learning Aids

Ivakin V.N. Housing Law: A Teaching Aid. Moscow: Yurayt, 2016. 158 p.

Khizhnyak V.S., Zametina T.V. Interaction of Constitutional Law of the Russian Federation and International Law: A Teaching and Learning Aid. Saratov: Saratov State Academy of Law Press, 2000. 77 p.

Detection, Solving, and Prevention of Car Thefts: A Teaching Aid / [S.V. Lavrukhin, V.M. Yurin, E.P. Firsov et al.]; under the general editorship of V.M. Yurin. Saratov: Saratov Law Institute of the Ministry of Internal Affairs of the Russian Federation, 1998. 116 p.

Internet Sources

Universal Declaration of Human Rights of December 10, 1948 // Official Website of the United Nations.

URL: https://www.un.org/ru/documents/decl_conv/declarations/declhr.shtml (accessed: 25.08.2024).

Report on the Results of the Annual Monitoring of the Organization and Development of Local Self-Government in the Russian Federation for 2020 // Committee of the State Duma on Regional Policy and Local Self-Government. URL: http://komitet-regpol.duma.gov.ru/novosti/b9f33da8-e6d0-4582-9572-756854b2c405 (accessed: 31.05.2024).

Russia Forecasts Further Growth in Egg Production in the Coming Months. URL: https://www.interfax.ru/business/989732 (accessed: 01.11.2024).

IMPORTANT EDITORIAL RULES

1. Abbreviations:

- "Russian Federation" is abbreviated as "RF" when it answers the question *whose?* (e.g., legislation of the RF, Constitution of the RF). When used with a preposition, it is always written in full (e.g., in the Russian Federation). It is not abbreviated in titles.
- The words "year" (god) and "century" (vek) are abbreviated as "g." and "v." respectively (e.g., in 2023, in the 20th century), except when they are part of the official title of a document or appear in a heading.
- The words "article" (statya), "part" (chast), "paragraph" (punkt), "chapter" (glava), etc., are abbreviated as "st.", "ch.", "p.", "gl." respectively. If a sentence begins with these words, they are written in full.

2. Dates:

- In the text of the article, dates are written in the format "9 December 2024."
- In the bibliography/reference list, a numeric format is used for publication or access dates: 09.12.2024 (without the abbreviated "g." for year).

3. Quotation Marks:

- Primary quotation marks are angle brackets: « ».
- Inner quotation marks (quotes within quotes) are double commas: „ ".
- In the English text, only double commas are used: „ ". The use of straight double quotes (") is not permitted.

4. Tables and Figures:

- Tables and figures must be formatted using the Microsoft Word text editor.
- Figures must be of good quality; the use of low-resolution scanned images is prohibited.

Dear Colleagues!

Please strictly adhere to the rules for formatting scientific articles!

Article Formatting Sample

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ПРОБЛЕМЫ СТАНОВЛЕНИЯ ГРАЖДАНСКОГО ОБЩЕСТВА В РОССИИ

Аннотация. В статье на основе теоретических обобщений и практики конституционно-правового регулирования рассматривается вопрос о проблемах становления и функционирования институтов гражданского общества в России. Автор подчеркивает взаимосвязь процесса развития гражданского общества и политического курса страны, который может либо способствовать развитию гражданского общества, либо быть направлен на подавление любых гражданских инициатив. Автор обращает внимание, что определять гражданское общество только на основе принципов взаимоотношений с государством невозможно. Огромное значение в деле становления и развития гражданского общества принадлежит непосредственно гражданам.

Ключевые слова: гражданское общество, институты гражданского общества, взаимодействие общества и государства, общественный контроль, политические права граждан, право на участие в управлении делами государства, демократическое государство, народная инициатива.

Основной текст

Текст Текст Текст Текст Текст Текст Текст Текст Текст [1, с. 12]. Текст Текст Текст Текст Текст Текст Текст Текст Текст Текст [2]. Текст Текст Текст Текст Текст Текст Текст Текст Текст [3].

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1. *Умяров И.* Работа в период отпуска по уходу за ребенком // ЭЖ-Юрист. 2014. № 14. С. 11–14.

2. *Ивашко Н.В.* Ответы на вопросы Доступ из СПС «КонсультантПлюс».

3. *Колесникова Н.А., Рябова Е.Л.* Гражданское общество в современной России. М.: Этносорциум, 2016. 266 с.

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PROBLEMS OF THE FORMATION OF CIVIL SOCIETY IN RUSSIA

Abstract. Based on theoretical generalizations and the practice of constitutional and legal regulation, the article examines the issues of formation and functioning of civil society institutions in Russia. The author emphasizes the interrelation between the development of civil society and the political course of the country, which can either facilitate the development of civil society or be aimed at suppressing any civic initiatives. The author draws attention to the fact that it is impossible to define civil society solely on the basis of the principles of its relationship with the state. A huge role in the formation and development of civil society belongs directly to the citizens themselves.

Keywords: civil society, civil society institutions, interaction between society and the state, public control, political rights of citizens, right to participate in managing state affairs, democratic state, popular initiative.

Main Text

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1. Umyarov I. Work During Parental Leave // EZh-Yurist. 2014. No. 14. Pp. 11–14.
2. Ivashko N.V. Answers to Questions. Access from the ConsultantPlus Legal Reference System.
3. Kolesnikova N.A., Ryabova E.L. Civil Society in Modern Russia. Moscow: Etnosotsium, 2016. 266 p.