



IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY LLC
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

Education Scientific Journal Regulation of the Faculty of Humanities

Approved on 22/08/2022 by Faculty Board - Minute №36 (Appendix №:8)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared by: Dean of the Faculty
of Social Sciences,
Humanities and
Education _____
Board of the
Faculty of Social
Sciences,
Humanities and
Approved by: Education _____

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Amendments

#	Decision taken by	Decision №	Date
1			

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Revision List

#	Date	Article	Remarks
01			

Article 1. General Provisions

- 1.1. The English language scientific journal of the Faculty of Social Sciences, Humanities and Education of the International Black Sea University “**Journal in Education Sciences**” (ISSN 2449-2226, e-ISSN 2449-226) is an international peer-reviewed periodical aimed at promoting research, practical activities and deepening academic discussion.
- 1.2. The journal is published twice a year in English language.

Article 2. Mission and Objectives of the Journal

- 2.1. The mission of the journal is to contribute to the development of the field of Education of Sciences and civil society.
- 2.2. The aims of the journal are: Education Sciences encouraging researchers and scientists in terms of research; to introduce them to the national and international society. The support of integration process of Georgian Educational Institutions in European and international educational space through scientific research occupation.

Article 3. Organizing Journal Activities

- 3.1. The activities of the journal are organized by the editorial board of the journal, which consists of the editor(s) and the editorial board.
- 3.2. The staff of the editorial board of the journal must be at least 10(ten) members.
- 3.3. The members of the Editorial Board are elected by the Board of the Faculty of Social Sciences, Humanities and Education by a majority of votes, nominated by the Editor(s).
- 3.4. The powers of the editorial office are:
 - a) Setting academic standards for articles;
 - b) Establishing criteria for selecting articles for the journal;
 - c) Identifying other issues related to the activities of the journal.
- 3.5. The decision to accept or reject an article for publication is made by the editor-in-chief together with two reviewers.

Article 4. Copyright of Works to be Published in the Journal, Procedure for Receiving and Selecting Papers

- 4.1. Non-proprietary copyright on the work remains with the author of the work.
- 4.2. Papers for publication in the journal are selected through an open admission or a special rule developed by the editorial office (publication of an honorary paper);
- 4.3. The contest/submission is announced through the journals websites.

- 4.4. Relevant stages of submission and deadlines are set by the editorial board.
- 4.5. Authors must submit an application and entries in compliance with the requirements set forth in this Regulation.

Article 5. The rule of submitting the paper and the requirements set for the paper

- 5.1. Authors application and the work to be published will be accepted via journal of website. <https://jebs.ibsu.edu.ge/submission/> also contact the journal this address jebs@ibsu.edu.ge.
- 5.2. The paper should be presented in MS Word format, Segoe UI font should be used, the volume of the paper should not exceed 25 pages (about 40 000 words), the font size – 8, distance - 1.5. The upper and lower edges should be: 2.5 cm, left and right: 2.5 cm.
- 5.3. The scientific paper should be written in English (by American or British standard, but not by mixing them).
- 5.4. Plagiarism in papers published in a journal is not allowed. The author / authors must provide an accurate and correct references in their paper(s).
- 5.5. The paper should include:
 - a) **Name of the author** (indicate first and last name, academic degree, position (if any). Indicate in the application the full postal address, country, e-mail and telephone number, if available);
 - b) **The title** (must be in bold);
 - c) **Abstract** (includes brief information (200-300 words) about the content of the article (in Georgian and English);
 - d) **Key words:** 5-7 words that best reflect the content of the paper;
 - e) **Introduction** (includes the urgency of the paper);
 - f) **The main text;**
 - g) Research methods;
 - h) Research results, their analysis and discussion
 - i) **Conclusion** (includes findings, possible recommendations and future perspectives).
- 5.6. In the footnote, please use font – Segoe UI, font size -8.
- 5.7. **Abbreviations (acronyms), basic text formatting and citation APA7 styles standards.**
 - a) It is desirable to use commonly accepted acronyms (e.g., etc.). In some cases, lesser-known abbreviations may also be used (eg, CC - Civil Code of Georgia, CC - Labor

Code, CEC - Central Election Commission, etc.). The first use of the acronym is indicated in parentheses after the full name;

- b) In the main text it is allowed to indicate only the information or analysis necessary for the achievement of the goal that is directly related to the title of the paper. Additional information is available in the footnote.

5.8. **When using literary sources, it is necessary to indicate:**

- a) **For the book** - author's surname (s), initials of the name, title of the book (without quotation marks), part, volume number (if necessary), publisher, place of publication, year, page (without p.);
- b) **For the collection article** - surname of the author(s) of the article, initials of the name, title of the article (without quotation marks), title of the collection (without quotation marks), indicating by whom it is published, part, volume number (if necessary), publisher, Place of publication, year, page (without p.);
- c) **For a journal (newspaper) article** - surname of the author(s) of the article, initials, title of the article (without quotation marks), type of periodical abbreviated (journal, newspaper), name (in quotation marks), number, year (month, number), page (without p.); All bibliographic elements of foreign sources must be indicated in the language of the original, or in the language in which it is communicated to the author (with reference to the relevant official translation).

Georgian sources in English translation are indicated in translated form with the same standard for Georgian reference.

Material obtained through the Internet requires an indication of the relevant website and the date of the last update of the latter; In case of an article, the author's last name, title of the article, website, date should be indicated. Triangular brackets (<...>) indicate the email address, and square brackets ([...]) indicate the date of the last update.

Article 6. Resolving the Issue of Publishing a Paper

- 6.1. If the paper has technical defects and does not meet the standard set by this Regulation, the author shall be notified and given a reasonable period of time (not more than 10 calendar days) to correct the deficiencies.
- 6.2. For substantive review, the paper is sent to one of the members of the editorial board in accordance with the sectoral direction, which provides closed (blind) review of the paper. The author of the paper also does not know the identity of the reviewer / reviewers.
- 6.3. If the paper is interdisciplinary, it may be submitted to two or more field experts for review.
- 6.4. The review period is 40 calendar days.

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- 6.5. The authors of the selected papers will be notified of the decision of the Board via e-mail.

Article 7. Ethical Issues and Response to Violations

- 7.1. The editors of the journal are not responsible for the views expressed individually by the authors of the publication.
- 7.2. In case of a violation found in the paper published in the journal, any person has the right to apply to the editorial board of the journal via e-mail jebs@ibsu.edu.ge and request an investigation of the issue and appropriate response.
- 7.3. The Editorial Board is obliged to consider all such applications within a reasonable time and notify the applicant(s), respectively. The author / authors are given the opportunity to submit their own explanations.
- 7.4. In case of confirmation of a violation, the editorial board makes a decision regarding the response. The next issue of the publication should reflect the relevant decision with proper justification.

Article 8. Final Provisions

- 8.1. This Regulation shall take effect upon approval by the Faculty Board.
- 8.2. This Regulation shall be amended in the same manner as it is approved.
- 8.3. The fulfillment of this Regulation shall be supervised by the Vice-Rector for Education and Research.

*Ignorance of rules of the university shall not be a defense to anyone.
All are therefore required to familiarize themselves with the rules and regulations as outlined in the
related IBSU documentation.*

*IBSU is an equal opportunity institution. It does not discriminate any member of its community on
the basis of gender, race, nationality, ancestry, creed, marital or parental status, or physical,
mental, emotional, or learning disabilities in its educational programs and activities.*

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INTERNATIONAL BLACK SEA UNIVERSITY LLC

2, David Agmashenebeli Alley, 13th km.,

Tbilisi, 0131, Georgia

www.ibsu.edu.ge

contact@ibsu.edu.ge

