

AFFIRMED
by the director of CES RAS
_____ S. V. Ivanov
precept from “__” ___ 2016 № __

Rules and Regulations
on an academic peer-reviewed online journal
“Egypt and Neighbouring Countries”

1. General regulations:

1.1. An academic peer-reviewed online journal “Egypt and Neighbouring Countries” (hereafter — the Journal) has been founded and is published by the Federal state budget research institution “Centre for Egyptological Studies of the Russian Academy of Sciences” (hereafter — CES RAS).

1.2. Foundation of the Journal has been affirmed with the precept by the CES RAS director.

1.3. The Journal has been founded on basis of the official decision by the CES RAS Academic board (journal № 2 from January 30, 2013) connected with the long-range plans on the CES RAS research, educational and enlightening work development.

1.4. The Journal along with its editors is not a juridical person; all rights and responsibilities connected with the Journal organizing and functioning are possessed by the CES RAS.

1.5. The Journal is a non-commercial academic periodical; therefore, it does not publish any materials on a commercial footing.

1.6. The Journal has been officially registered in accordance with the current legislation of the Russian Federation on digital publications.

1.7. Current Rules and Regulations on the Journal have been affirmed by the director of CES RAS.

1.8. All the Journal activities are based on:

1.8.1. The Constitution of the Russian Federation.

1.8.2. The Federal law from 27.12.1991 № 2124-1 “On the Mass Media”.

1.8.3. The Civil code of the Russian Federation.

1.8.4. Other laws and statutes of the Russian Federation.

1.8.5. Requirements of the Higher Attestation Commission (VAK) under the Ministry of Education and Science of the Russian Federation to digital publications that are registered as Mass Media in the Federal Service for Supervision in the Sphere of Telecom, Information Technologies and Mass Communications (Roskomnadzor) and in the Depository of digital publications of the Federal state unitary enterprise “Research and Technology Centre ‘Informregistr’” (FGBU NTTS “Informregistr”); and that are included in the List of leading peer-reviewed academic publications.

1.8.6. The Charter of the CES RAS.

1.8.7. The current Rules and Regulations and other CES RAS bylaws.

1.9. The Journal is a periodical published four times a year.

2. Aims and Scope:

2.1. The Journal aims to publish original academic articles about history, language and culture of Ancient Egypt and neighbouring lands and countries.

2.2. The Journal is of interdisciplinary nature and has multiple purposes, namely research, education and enlightenment.

2.3. The Journal is intended for scholars focusing on problems of Ancient East and Antiquity, students and PhD students with relevant majors, as well as all who are interested in Ancient and Medieval history of the Near East.

2.4. The Journal covers history, language and culture of Egypt as well as Near-Eastern and Mediterranean countries, which ever interacted with Egypt.

2.5. The Journal welcome submissions of the following categories:

2.5.1. Original research articles.

2.5.2. Archaeological, epigraphic and other missions' reports.

2.5.3. Written and material sources publications.

2.5.4. Museum and private collections surveys.

2.5.5. Discussions of issues relating to restoration and conservation of artifacts and cultural heritage management.

2.5.6. Book reviews.

2.5.7. Conference reports and obituaries.

2.5.8. Annual reports on the CES RAS academic activity.

2.6. The main tasks of the Journal are:

2.6.1. To publish Russian scholars' and their foreign colleagues' research findings in the field of the Ancient history, Medieval Near-Eastern history and adjoining disciplines.

2.6.2. To publish the research findings of PhD students.

3. Editorial policy:

3.1. Editorial policy of the Journal aims to provide the quality of materials published to be very high, and has been inspired and developed on basis of ethical principles sharing by international academic and publishing communities. These principles in their most compete form have been formulated by the Committee on Publication Ethics (COPE) in a set of Codes and Standards, which can be found on web-site of this organization. See, for instance: https://publicationethics.org/files/International%20standard_editors_for%20website_11_Nov_2011.pdf.

3.2. Assessment process of materials submitted for publication includes a set of subsequent procedures (see below for more details), one of which is a compulsory peer-reviewing.

3.3. Requirements to materials submitted for publication in the Journal:

3.3.1. They must be original. In case of using works, ideas or statements originated by other researchers, it must be properly acknowledged and referenced; plagiarism of any kind is unacceptable.

3.3.2. They must not have been previously published elsewhere in any language neither completely, nor partly. The only exclusion is materials that have been written on basis of conference, congress etc. papers, abstracts of which were published. Submitting his manuscript, the author guarantees that this work is not being considered for publication elsewhere, and guarantees to not submit it elsewhere before its assessment by the Journal is over.

3.3.3. They must fit the Journal coverage.

3.3.4. Manuscripts should conform to the Journal Guidelines, which, being an appendix to the current Rules and Regulations, are available on the Journal web-site.

3.3.5. The Journal publishes contributions in Russian and English.

3.3.6. Generally, an article should not exceed 80 thousands print units unless editors agree to take a larger one.

3.4. A manuscript that does not fit the abovementioned requirements will be rejected or returned to its author for revision (depending on nature and removability of faults).

3.5. Authors guarantee to react to all requests arising during assessment of the material and its progress through the production process in a timely manner.

3.6. If after submission an author finds some essential faults in his manuscript, he is expected to immediately inform editors about it, so the contribution would get withdrawn or the faults would get fixed. If a third party let editors know about any essential faults in a manuscript, and they find it reasonable, an author must withdraw his work or fix the faults as soon as possible.

3.7. In their turn, the Journal editors take the following responsibilities:

3.7.1. The Journal editors guarantee to protect confidentiality of all authors' materials. Content of manuscripts and any information relating to ones will not be shared with any third parties, e. i. with those who do not participate in the Journal production process, unless in cases of alleged research or publication misconduct.

3.7.2. The Journal guarantees to prevent any unacceptable usage of any data contained in manuscripts accepted to assessment on the part of all the Journal production process participants.

3.7.3. The Journal guarantees fair and unbiased assessments on submissions. The only criteria are academic merits of a material, its coherence, fitting academic ethics and the abovementioned (3.3.1.–3.3.8.) Journal requirements.

3.7.4. The Journal guarantees appropriate steps to be taken as soon as essential faults in a published article or misconduct on part of an author or a production process participant are revealed.

3.8. Time taken to make a decision on publishing or rejection a submission might vary, but usually do not exceed one month.

3.9. In particular cases when an issue is overfilled, taking a manuscript in production process and its publishing might be delayed until a later time.

3.10. Authors are entitled to cite funding source(s) of their research in the beginning of their submission.

3.11. Funding source(s) must be cited in following cases:

3.11.1. When conflict of interests of any kind is possible.

3.11.2. When they might influence a reader's perception of a paper, alongside the paper itself.

4. Peer-reviewing:

4.1. Assessment process of materials submitted for publication in the Journal includes compulsory peer-reviewing unless it is a book review, conference report or obituary.

4.2. A manuscript might be rejected without peer-reviewing if it does not fit the requirements mentioned in paragraph 3.3. of the current Rules and Regulations.

4.3. Peer-reviewing is anonymous, which means that the referee will not know the reviewed material author's name and place of employment. In their turn, in case of negative review that has led to rejection of a submission, referee's name, place of employment and position will not be revealed to the author.

4.4. For a manuscript passes to the next stage of assessment process, there should be two reviews. Referees are invited by the Journal Editor-in-Chief.

4.5. As a referee might act only a person who has PhD degree in a relevant field.

4.6. PhD students must provide a review (which will be one of the two reviews required) by his supervisor.

4.7. Reviews signed by their authors are kept in the Journal archive for five years since the date when the reviewed submission has been published. Reviews copies are sent to submission author(s) (if a review is negative, its copy will be anonymized) or VAK Expert Boards if requested.

5. Decision-making:

5.1. Decision on a submission to be accepted for publication or rejected is made by the Editorial Board.

5.2. The Editorial Board regards peer-reviewers as advisors and reserves the right to not follow reviewers' recommendations on acceptance or rejection.

5.3. The decision is making by simple majority voting.

5.4. The Journal has a specific assessment procedure for submissions, authors of which are the Editorial Board members, including Editor-in-Chief. Author of this kind stands aside of both discussion and voting.

5.5. Author gets informed in writing about the decision made. In case of rejection, author is sent an official refusal containing reasons of this decision. The material might be also returned to its author for revision. Manuscript revised on basis of referees' and the Editorial Board

members' comments will be peer-reviewed and assessed by the Editorial Board for one more time.

6. Production process:

6.1. Materials accepted for publication are prepared to come out by academic and language editors and other editorial staff. All corrections are compulsory communicated with authors.

6.2. At final stage of the production process, authors receive proofs in form of PDFs. At this stage, if authors want to make any corrections, only those of them are allowed that do not suppose any serious changes in the papers layouts. In case of an article needs some serious revision, its publishing will be delayed until the next issue.

7. Distribution:

7.1. The Journal is being distributed via the Internet. It is an open access one; all its issues are available on the Journal web-site for no charge.

7.2. Complete information about the Journal, including Editorial and Advisory Boards membership lists, are available on the Journal web-site.

8. Copyrights:

8.1. Authors remain copyright owners of their papers, but the Journal possesses an exclusive licence for them.

8.2. Author has to sign the Exclusive Licence Form as a compulsory condition for his material to be published in the Journal. If a submission has several authors, separate licence agreements are to be made with each one of them. By signing the Exclusive Licence Form the author entitles the CES RAS:

8.2.1. To publish his article in the Journal.

8.2.2. To distribute his article or its parts, in particular by uploading them in data bases of any kind.

8.2.3. To store, process and use metadata (publication title, author's name, abstract, references and others) of the article, in particular by uploading them in data bases and information systems of any kind, including ones with restricted (paid) access.

8.3. This exclusive licence agreement is of free-of-charge nature.

8.4. The area, on which the exclusive licence for a scientific work is in force, is not limited.

8.5. The authors guarantee that they have permission to reproduce in their work unique materials, the copyright to which belongs to the third parties. In case of unauthorized use of such materials, responsibility lays upon the authors of the manuscript.

8.6. The author may republish the material if the written permission of the Editor of the Journal is gotten and the place of the first publication of the material is indicated.

9. Editor-in-Chief:

9.1. Editor-in Chief is a CES RAS employee.

9.2. Editor-in Chief has been nominated by the Academic Board of the CES RAS.

9.3. Editor-in-Chief responsibilities:

9.3.1. He has to undertake rigorous quality control over materials published in the Journal; as well as to insure the requirements of the current Rules and Regulations, other CES RAS bylaws and relevant legislation of the Russian Federation to be followed.

9.3.2. He is heading the Editorial Board.

9.3.3. He involves scholars from other academic institutions to participate in work on the Journal.

9.3.4. He makes license agreements with contributors and other treaties relating to the Journal functioning on behalf of the CES RAS.

10. Editorial Board:

10.1. The Editorial Board membership list has been proposed by the Editor-in Chief and affirmed by the Academic Board of the CES RAS.

10.2. Responsibilities of the Editorial Board are:

- 10.2.1. To undertake general academic supervision over the Journal.
- 10.2.2. To make final decisions on acceptance or rejection of materials submitted for publication.
- 10.2.3. Alongside the Editor-in-Chief to ensure the quality of materials published in the Journal to be as high as possible.
- 10.3. Work of the Advisory Board is undertaken *pro bono*.

11. Advisory Board:

- 11.1. The Advisory Board membership list has been proposed by the Editor-in Chief and affirmed by the Academic Board of the CES RAS.
- 11.2. Responsibilities of the Advisory Board are:
 - 11.2.1. To monitor the quality of materials published in the Journal; as well as to assist in providing its maintaining on the highest level.
 - 11.2.2. To assist in enlarging the Journal readership.
- 11.3. Work of the Advisory Board is undertaken *pro bono*.

12. Editorial staff:

- 12.1. Editorial staff provides the whole Journal production process, namely receiving, registration and storage of manuscripts submitted for publication; their academic and language proofreading, typesetting. Editorial staff also insures that all deadlines relating to the Journal assessment and production processes are met.
- 12.2. Editorial staff is in charge of all issues relating to the Journal design developing and IT operations, including system administration and cyber security.

13. Termination:

- 13.1. The Journal might terminate either on basis of the official decision by the CES RAS Academic board or in other cases provided by the relevant legislation of the Russian Federation.