



REGULATIONS

**on Scientific Professional Publications
of Ivan Kozhedub Kharkiv National
Air Force University**



**The Air Force of the
Armed Forces of Ukraine**

APPROVED

By the decision of the Academic Council
of Ivan Kozhedub Kharkiv National
Air Force University
Protocol 23.02.2021 № 3

REGULATIONS
on Scientific Professional Publications
of Ivan Kozhedub Kharkiv National Air Force University

Enacted by the order of the Commandant
of the Ivan Kozhedub Kharkiv National
Air Force University 11.06.2021 № 950

CONTENTS

| | |
|--|----|
| 1. General Provisions | 3 |
| 2. Editorial of the University's Scientific Professional Publications | 4 |
| 3. Procedure for Submitting Articles to the University's Scientific Professional Publications | 5 |
| 4. Independent Expert Review | 6 |
| 5. Compliance with Academic Integrity | 6 |
| 6. Ethical Principles | 7 |
| 7. Copyright | 7 |
| 8. Complaints and Appeals | 7 |
| 9. Procedure for Making Amendments and Additions | 8 |
| Annex 1 | 9 |
| Annex 2 | 12 |
| Annex 3 | 13 |

1. General Provisions

1.1. The Regulations on Scientific Professional Publications of Ivan Kozhedub Kharkiv National Air Force University (hereinafter – the Regulations) is a normative document of Ivan Kozhedub Kharkiv National Air Force University.

1.2. The purpose of the Regulations is to define the procedure for the functioning of the University's scientific professional publications.

1.3. The Regulations are aimed at ensuring the creation of a quality public communication space within the University for academic and research staff, as well as at disseminating the results of their work to the national and international scientific communities.

1.4. The Regulation is developed in compliance with:
the law of Ukraine "On printed mass media (press) in Ukraine" of November 6, 1992, No. 2782-XII (with amendments);

the law of Ukraine "On information" of October 2, 1992, No. 2658-XII (with amendments);

the law of Ukraine "On higher education" of July 1, 2014, No. 1556-VII (with amendments);

the law of Ukraine "On scientific and scientific-technical activity" of November 26, 2015, No. 848-VIII (with amendments);

the order of the Ministry of Education and Science of Ukraine "On approval of the procedure for the formation of the list of scientific scientific-pedagogical editions of Ukraine" of January 15, 2018, No. 32 (with amendments);

the Statute of Ivan Kozhedub Kharkiv National Air Force University;

the order of the Commandant of Ivan Kozhedub Kharkiv National Air Force University "On approval of the Statutes of editorial boards of scientific editions of Kharkiv National Air Force University" of November 29, 2016, No. 2218;

1.5. Scientific professional publications of the University are periodical editions, founded by Ivan Kozhedub Kharkiv National Air Force University (hereinafter – the Founder), approved by the Department of Attestation of Personnel of the Ministry of Education and Science of Ukraine, which are included in the "List of Scientific Professional Publications of Ukraine in which the results of dissertation research for the award of the scientific degrees of Doctor of Sciences, Candidate of Sciences, and Doctor of Philosophy may be published".

1.6. The scientific professional publications of the University are established with the purpose of presenting new knowledge and the results of fundamental, exploratory, and applied scientific research concerning the development, employment, and support of the Air Force of the Armed Forces of Ukraine, other branches of the Armed Forces of Ukraine, as well as supporting the implementation of new knowledge in military practice and the defense industry.

1.7. The preparation and publication of the scientific professional publications of the University, in the established volumes and with the designated frequency, shall be conducted by the Editorial Boards of the scientific professional publications (hereinafter – the Editorial Boards).

2. Editorial Boards of the University's Scientific Professional Publications

2.1. The governing bodies of the Editorial Board are:

- the Coordination Council;
- the Editorial Board;
- the Editor-in-Chief;
- the Executive Secretary.

2.2. The Coordination Council is an advisory body that may be established by decision of the Commander of the Air Force of the Armed Forces of Ukraine for the purpose of determining the priority (relevant) topics of issues (sections); formulating recommendations for the Editorial Board on the organization, development, and improvement of the scientific and editorial-publishing activities of the journal, as well as its direct representation in military command bodies, academic circles, government authorities, educational institutions, and other organizations.

2.3. The Editorial Board is a permanent governing body of the scientific professional journal that defines the current editorial-publishing policy, reviews, and approves the content of upcoming issues. The composition of the Editorial Board and its Executive Secretary are appointed by the Founder of the journal.

The work of the Editorial Board is organized by the Editor-in-Chief, and in their absence – by the Deputy Editor-in-Chief. Meetings of the Editorial Board are held as necessary (depending on the submission of scientific publications), but at least once per quarter.

The decisions of the Editorial Board are valid if at least 1/2 of its members are present and are adopted by a simple majority of votes of the members present. The decisions of the Editorial Board enter into force after approval by the Editor-in-Chief.

2.4. The Editor-in-Chief of the publication is the chief of the Editorial Board, authorized by the Founder. The Editor-in-Chief is appointed and dismissed by the Founder of the publication.

The Editor-in-Chief:

- manages the activities of the Editorial Board within the powers defined by the Statute of the scientific professional publication;
- selects authors (of publications) and reviewers;
- represents the Editorial Board in relations with the Founder, authors, state authorities, public associations, and individual citizens;
- signs each issue of the publication for printing;
- bears responsibility for compliance with the requirements applicable to the activities of the printed mass media and its Editorial Board in accordance with the legislation of Ukraine.

2.5. The Executive Secretary conducts the internal editorial-publishing work related to the review of submitted publications and is responsible for:

- timely and high-quality preparation of materials for printing, preparation of the camera-ready copy of the publication;
- maintaining all documentation of the Editorial Board;
- timely processing and placement of electronic versions of the publication and metadata on the website of the university's scientific professional journals, in

the national database “Ukrainika Naukova”, the Open Ukrainian Citation Index, Index Copernicus, and The Directory of Open Access Journals;

- managing the Google Scholar account and adding new publications to it;
- timely delivery of mandatory copies of the publications in accordance with the established list.

3. Procedure for the Acceptance of Articles in the University’s Scientific Publications

3.1. For publication in the University’s scientific publications, original manuscripts are accepted that:

- comply with the requirements of the Order of the Ministry of Education and Science of Ukraine “On the Publication of Dissertation Results for the Award of the Academic Degrees of Doctor and Candidate of Sciences” dated 23 September 2019, № 1220;

- are formatted in accordance with the requirements established by the editorial board (Annex 1);

- have not been submitted to other editorial boards and have not been previously published in other publications.

3.2. Scientific articles are published in Ukrainian or English.

3.3. For publication, it is necessary to submit:

- the article in electronic form;
- a printed copy of the article, signed by all authors of the article;
- an expert conclusion on the possibility of publishing the article in open-access publications;
- consent for publication and disclosure of personal data (Annex 2);
- in addition, for articles in which the main language is English, a translation of the article into Ukrainian.

3.4. Authors bear personal responsibility for the submitted text of the articles and are obliged to:

- submit only original manuscripts that have not been previously sent to other editorial boards and have not been published in other editions;
- provide reliable results of the conducted research;
- guarantee that the research results presented in the manuscript are an independent and original work;
- in case of using materials from other authors’ works in the manuscript, provide appropriate bibliographic references with mandatory indication of their authors;
- acknowledge the contribution of all individuals who in one way or another influenced the course of the research or affected the nature of the presented work;
- guarantee that all co-authors are familiar with the final version of the manuscript, have approved it, and agree to its submission for publication.

3.5. The uniqueness percentage of submitted manuscripts must be at least 75%. The check for matches, identity, or similarity in the texts provided by authors is conducted by the responsible secretaries of the editorial boards using online services with algorithms that prevent word rearrangements, changes in cases, tenses,

and other grammatical categories, as well as word substitutions. Access to online services is provided by the Founder.

3.6. Manuscripts that do not meet the established requirements are not registered and are not allowed for further consideration, and the authors are notified accordingly.

4. Independent Expert Review

4.1. All articles published in the University's scientific professional publications undergo mandatory review, which is conducted anonymously for both authors and reviewers (double-blind review). The review period shall not exceed 6 weeks.

4.2. Both members of the editorial boards and external highly qualified specialists in the relevant scientific fields, usually doctors of science, are involved in the review. A reviewer cannot be the author or co-author of the work, nor the scientific supervisors of degree candidates. The editorial board does not provide monetary compensation for reviewers' work.

4.3. The purpose of the review is to select manuscripts for publication and to provide specific recommendations for their improvement. The review procedure is aimed at the most objective evaluation of the content of the scientific article, determining its compliance with the publication's requirements, and includes a comprehensive analysis of the article's strengths and weaknesses.

4.4. If the reviewer indicates the need for specific corrections, the article is sent back to the author with a request to consider the comments when preparing the revised version or to provide reasoned rebuttals. The author must attach a response letter explaining how all comments have been addressed and detailing all changes made to the article. The revised version is then resubmitted to the reviewer for a decision and the preparation of a reasoned conclusion on the possibility of publication (Annex 3).

The date of acceptance of the article for publication is considered the date of receipt of the positive reviewer's conclusion on the advisability and possibility of publication.

4.5. Any manuscript received by the Editorial Board for review is considered a confidential document.

4.6. Reviewer comments shall not be published or disclosed without the consent of the reviewer, the manuscript authors, and the Editor-in-Chief.

5. Compliance with Academic Integrity

5.1. Compliance with academic integrity during the work of the Editorial Boards includes:

- compliance to the legislation on copyright and related rights;
- ensuring proper referencing of sources when using ideas, developments, statements, and data;
- providing accurate information on research methodologies and results, as well as sources of used information;
- objective evaluation of scientific research results.

5.2. Responsibility for compliance with academic integrity rests with the authors and reviewers.

5.3. In case of detecting violations of academic integrity in submitted manuscripts, they are not admitted for further consideration, and the authors are notified accordingly.

6. Ethical Principles

6.1. Editorial Boards of the publications shall follow international ethical principles of scientific publishing according to the recommendations of the Committee on Publication Ethics (COPE) and SciVerse Scopus.

6.2. The interaction of the Editorial Boards with the Founder is based on the principle of editorial independence (freedom). This means that the Editorial Boards fully participate in forming the content of the publications and determining publication deadlines. The Founder must not interfere in the evaluation, selection, or editing of specific articles, either directly or by creating situations that significantly influence the decisions of the Editorial Boards.

6.3. Authors must disclose any potential conflicts of interest that may affect the evaluation of research results, their interpretation, or the judgment of reviewers.

6.4. Editorial Boards must:

- take all reasonable measures to ensure compliance with the ethical rules of scientific publications;
- make decisions on the acceptance of submitted articles for publication based solely on their value, originality, interest for readers, and conformity of their content to the publication's scope, regardless of the authors' race, gender, sexual orientation, religious beliefs, nationality, citizenship, origin, social status, or political views;
- prevent potential conflicts of interest that may affect reviewers' judgments and conclusions;
- ensure the independence of reviewers and the confidentiality of submitted materials during the review process;
- respond promptly to complaints regarding published materials and take all necessary measures to restore violated authors' rights.

6.5. Information regarding potential conflicts of interest shall not be disclosed or published without the permission of the authors and the Editor-in-Chief.

7. Copyright

7.1. Authors retain all copyrights and publication rights without any limitations.

7.2. By submitting manuscripts, authors grant the Editorial Board the right to distribute published manuscripts in terms of reading, downloading, copying, sharing, printing, or linking to the full texts of articles. Reuse of the content of publications is allowed in accordance with the Creative Commons CC-BY license.

8. Complaints and Appeals

8.1. In cases of violation of this Regulation, authors, readers, and reviewers have the right to appeal to the management of Ivan Kozhedub Kharkiv National Air

Force University, which is the Founder of the publications, at the following address: 77/79 Sumska Street, Kharkiv, 61023.

8.2. Complaints and appeals are considered within one month after receipt. The results of their consideration are communicated to the applicant in written form. Anonymous complaints and appeals are not considered.

8.3. Complaints and appeals regarding the rejection of manuscripts due to non-compliance with formatting requirements, submission procedures, or low scientific quality are not considered, as this does not fall within the competence of the Founder.

9. Procedure for Amendments and Additions

9.1. This Regulation is approved by the University Academic Council and comes into force from the date of approval by the Commandant of the University.

9.2. Proposals for amendments and additions to the approved Regulation may be submitted by all participants of the scientific and scientific-technical activity of the University.

9.3. Amendments and additions to the Regulation are made and agreed upon in the same procedure as the Regulation itself.

Requirements for the Formatting of Articles in the Scientific Professional Publications of Ivan Kozhedub Kharkiv National Air Force University

According to the Resolution of the Presidium of the Higher Attestation Committee (HAC) of Ukraine dated January 15, 2003, No. 7-05/1, the text of an article must necessarily be structured according to the following sections: Introduction, Main Content, Conclusions, namely:

Introduction:

- statement of the problem;
- analysis of recent research and publications;
- formulation of the article's purpose.

Main Content:

Research materials with full justification of the obtained scientific results.

Conclusions:

Findings from the given research and prospects for further development of the field.

Formatting scheme for mandatory elements of articles

UDC – font size 12 pt.

List of article authors – font size 12 pt.

List of institutions where authors work (full name, city, country) – font size 12 pt.

Title of the article (no more than 3 lines; no abbreviations) – font size 12 pt.

Abstract in the language of the main text of the article – font size 10 pt.

Keywords in the language of the main text of the article – font size 10 pt.

Text of the article (introduction, main content, conclusions) – font size 10 pt.

Reference list – font size 9 pt.

Abstracts for the Article

Abstracts for the article are prepared in Ukrainian, English, and Russian languages. They must be at least 6 lines long and should include:

- the subject, topic, and purpose of the work;
- the method(s) or methodology of the research;
- the research results;
- the conclusions and the field of application of the research results.

If the main language of the article is Ukrainian, the abstract in English must be extended and have a total length of at least 1,800 characters, including keywords.

If the main language of the article is English, the abstract in Ukrainian must be extended and have a total length of at least 1,800 characters, including keywords.

Typesetting of Formulas

Formulas and their components in the article text must be prepared using MS Equation or MathType editors. It is prohibited to use graphic objects, tables, or the Word 2007–2016 built-in Formula editor.

In the menu “Size” → “Define”, set the following dimensions:

normal – 10 pt; large subscript – 8 pt; small subscript – 7 pt; large symbol – 14 pt; small symbol – 10 pt.

In the menu “Style” → “Define”: “Text” and “Variable” → “Italic”; “Vector-Matrix” → “Bold”.

Changing the size of formulas within the article text is prohibited.

All symbols used in the article (formulas, figures, tables, and text) must be consistent and typed using MS Equation or MathType editors.

Figures and Tables

Figures and tables should be placed after the first reference to them in the text (e.g., Fig. 1 or Table 1). Beneath each figure caption or table, the source of the data must be indicated. Possible options include:

- developed by the author(s);
- developed by the author(s) based on data from [reference number with page number];
- [reference number with page number].

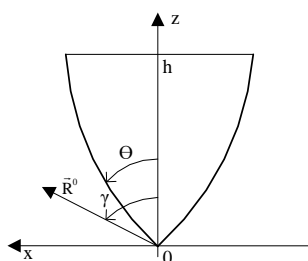


Fig. 1. Figure caption

Source: developed by the authors based on data from source/reference. [2, P. 8].

Table 1

Name of the table

| Spacing | 1 | 2 |
|-----------|-----|-----|
| Parameter | 180 | 168 |

Source: [1, P. 5].

Figures must be accompanied by centered captions (font size – 10), and all notations should be in font size no less than 8 pt. In tables, the table title (font size – 10 pt) is mandatory.

References

Must be formatted according to DSTU (State Standards of Ukraine) 8302:2015 “Bibliographic reference: general provisions and rules for compilation.”

When preparing the reference list, the author must ensure the accuracy of all sources and, if necessary, provide them to the editorial board.

Self-citations in the reference list should not exceed 15%.

The reference list must include at least 12 sources, and for review articles – at least 20 sources, of which:

- at least 80% of sources must have a DOI (Digital Object Identifier) verified via crossref.org. The DOI must be provided at the end of the reference, for example: <https://doi.org/10.30748/nitps.2017.26.01>;

- at least 50% of sources must be indexed in international scientometric databases SciVerse Scopus and Web of Science Core Collection.

The reference list must not include:

- educational textbooks, internet links to unofficial websites, and forums;
- more than 30% of references from conference materials (seminars) or dissertations. It is recommended to use other scientific works of the cited authors whenever possible.

References to literature sources in the text of the article are indicated in square brackets, specifying the ordinal number of the bibliographic entry in the Reference List and the page(s) where the cited information appears, separated by a comma. For example: [1, p. 3] or [2, p. 140-145; 3, p. 6].

Author Information

In the author information section, provided in Ukrainian and English, the following details must be included:

- full name (surname, first name, and patronymic);
- scientific degree, academic title, and position;
- name of the institution where the author works and its location (city, country);
- author's ORCID (must indicate the institution where the author works and their scientific publications)

For example:

Шевченко Олексій Іванович

доктор технічних наук професор
провідний науковий співробітник
Харківського національного університету
Повітряних Сил ім. І. Кожедуба,
Харків, Україна
<https://orcid.org/0000-0000-0000-0000>

Oleksii Shevchenko

Doctor of Technical Sciences Professor
Lead Research
of Ivan Kozhedub Kharkiv
National Air Force University,
Kharkiv, Ukraine
<https://orcid.org/0000-0000-0000-0000>

CONSENT FOR PUBLICATION AND DISCLOSURE OF PERSONAL DATA

(Full Name of Author(s))

who is/are the author(s) of _____
 (Title of the Publication)

I/We confirm that the submitted scientific article:

- is an independent and original work;
- has not been submitted to other editorial boards and has not been previously published in other publications;
- does not violate the intellectual property rights of others and does not contain fragments borrowed from other sources without proper reference;
- does not contain information prohibited for public disclosure under current Ukrainian legislation, does not use classified materials, and its disclosure will not result in the disclosure of secret (confidential) information (including state, official, or commercial secrets);
- has been approved for publication by all co-authors and the institution where the research was conducted.

I/We give consent to transfer the copyright for the publication of the specified scientific article and the disclosure of personal data to the publisher – Ivan Kozhedub Kharkiv National Air Force University, regarding:

- publication in the journal in the original language, distribution, duplication, printing, or reproduction and dissemination in any other form;
- disclosure, including full or partial placement on the journal's website and other information resources on the Internet;
- editing, correction, and adaptation without changing the essential content;
- use of metadata (title of the article, authors' full names and affiliations, abstracts) through dissemination, public access, processing, and systematization, as well as inclusion in abstracting databases and scientometric systems indicated on the journal's website.

The authors retain all copyrights and publication rights without restrictions. The journal permits users to read, download, copy, distribute, print, search, or link to the full texts of the articles. Reuse of the journal's content is allowed in accordance with the Creative Commons CC-BY license.

| | | |
|---------------|--------------------|---|
| _____ date | _____ signature | _____ author's full name (Surname, First Name, Patronymic) |
| _____ date | _____ signature | _____ author's full name (Surname, First Name, Patronymic) |
| _____ date | _____ signature | _____ author's full name (Surname, First Name, Patronymic) |

REVIEW

of the article _____

(title of the article)

reviewer _____

(position, name of the institution)

(academic degree, academic title, surname, first name, patronymic)

(phone number) *(e-mail)*

- | | Yes | No | Difficult to
answer |
|--|--|--------------------------|--------------------------|
| 1. Does the title of the article correspond to its content? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the material of the article relevant? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do the results and conclusions presented in the article have novelty (for the field under consideration)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the material of the article presented sufficiently comprehensively and clearly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the material of the article presented sufficiently comprehensively and clearly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the list of references provided in the article complete? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the content of the article's abstract sufficient and clear? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are the accepted terms and concepts used correctly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Overall quality of the article: | | | |
| <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Low | | | |
| 10. Expected interest in the submitted article: | | | |
| <input type="checkbox"/> Broad <input type="checkbox"/> Narrow (only for specialists) | | | |
| 11. Expediency of publishing the article: | | | |
| <input type="checkbox"/> Publication is advisable <input type="checkbox"/> Publication is unnecessary | | | |
| 12. The material of the article corresponds to the subject matter of the publication in the specialty: | | | |
| 122 (Computer Science and Information Technology) | 253 (Military Management, by branches of the Armed Forces) | | |
| 123 (Computer Engineering) | 255 (Armament and Military Equipment) | | |
| 125 (Cybersecurity) | 272 (Aviation Transport) | | |
| 172 (Telecommunications and Radio Engineering) | 275 (Transport Technologies, by types) | | |
| 13. The article can be accepted for publication: | | | |
| <input type="checkbox"/> Yes, in the submitted form and volume | | | |
| <input type="checkbox"/> Yes, after correcting the identified shortcomings | | | |
| <input type="checkbox"/> No, the article cannot be accepted for publication | | | |

Other comments and suggestions of the reviewer: _____

(mandatory to fill in)

(date) *(signature of the reviewer)*

the signature of the external reviewer must be certified by the HR department of the institution and sealed with its official stamp.