Rules for authors

**General dispositions**

The scientific Journal of the Institute of Geology and Seismology of the Academy of Sciences of Moldova publishes results of fundamental and applied research in terrestrial sciences. The journal appears twice a year, usually in the second and fourth trimesters.

**Requirements to articles**

Manuscripts are for publication in \* .doc, \* .docx format.

The manuscripts are in Romanian, English or Russian and must be preceded by a detailed summary (not more than 100 words, in English, Romanian and Russian ,in this order). In the summary also is indicated the title of the article in the appropriate language (English, Romanian, Russian). The volume of an article is limited to 10 - 12 pages, communications and short - no more than 4 pages. Also, UDC (Universal Decimal Classification) is displayed at the beginning of the article.

The following principles must be followed when writing the abstract: the summary must be complete (the purpose of the study, the methodology used and the results obtained) and the laconic (without insignificant information). In summary, the sentences that repeat the sentences of the article should be avoided. After each summary, the keywords for the specific scientific article (up to 5 words) are shown.

A presentation scheme applied by most scientific journals1: Introduction - overview of the problem and placement of research objectives, scientific and practical importance, - the methodology used, the data, the discussion of the results and the conclusions.

Note 1: Exceptions can be, for example, synthesis items.

In preparing the article, authors should follow the following rules:

1. Paper - A4 format; :. Aligned: on the left - 3.5 cm, on the right - 3.5 cm, up, down 4.3 cm. For header (top) - 3.3 cm, bottom - 3.6 cm. The paragraph between paragraphs is mandatory and is 1 cm. The interline interval is 1 unit. The entire text of the article is formatted in 1 line.

2. First and foremost the first page of the manuscript indicates the names and initials of the authors (Times New Roman 13, italic, centered). For external authors after the initials, a note confirming the author's membership (institution, country) is applied. Font for Note - Times New Roman 10.

3. Next, after a blank line, the title of the article {Times New Roman 13, Bold, Horizontal Alignment, Heading 1 Style} is indicated.

4. After two empty rows, the article annotations (Times New Roman 10, Italic, Alignment - All) with the titles: Abstract (English), Abstract (Romanian), Abstract (Russian) are presented. (Times New Roman 12, Bold, Center Alignment).

5. Requirements to main article text:

• The text of the article must be preceded by 2 lines free of text (Times New Roman 11, line alignment.) Subtitles (Times New Roman 12, bold) align horizontally.

• The font style for the article text is Normal or Body text. Do not use the Title option for text style, it should only be applied to the title of the article.

• If the article is divided into chapters and paragraphs, a hierarchical system of sub-sections with Arabic numerals applies, for example, Chapter 2, points 2.1, 2.2, etc.

• For the writing of formulas, apply the equation editor. An exception can be just a simple one-level formula that is allowed to be written with MS Word fonts. In any case, the formula and any other mathematical symbol of the variables in the text must be represented in cursive characters. Formulas must be clear and easy to read. When using different names (functions, parameters, etc.) in the article, as well as abbreviations, they should be described (deciphered).

• Consecutive numbering and designation of drawings and tables in the text are mandatory. For the names of figures and tables, apply the font of the text (Times New Roman 11). In tables (especially numerical), for better visibility, the font size must be 1-2 units lower than the font of the base text.

• Images must be pasted into the text as they are presented. Images that represent a table with text are not allowed (this is why the table editor has to be used). The images are printed in black and white, so the authors, representing color graphics, have to make sure they are informative in black and white variant . (The image will be visible if the number of gray shades is not greater than 6). No hard-to-read images (for example, in the low quality of a scanned map, in the case of a large image size for the magazine format, or if it is impossible to distinguish shades of gray for original color images converted to white -black). Do not use images made up of several independent elements (when editing text, some of these items can change the original image.

Bibliographic references in articles should be presented in square brackets and consecutively from the beginning to the end of the article. According to p.17f of the "Regulations for the Evaluation, Classification and Monitoring of Scientific Magazines, approved by the Decision of the CSSDT ASM and CNAA of 25.06.2015" it is recommended to comply with the regulations set forth in the CNAA Attestation Commission Decision no. AT03 of 23 April 2009:

<http://www.cnaa.md/files/normative-acts/normative-acts-cnaa/normative-acts-cnaa-attestation/guide_thesis/guide_thesis_2016.pdf>

Examples of bibliography are given at the same address.

**6. Submission of articles**

The authors submit to the editorial office the electronic copies of the materials. The materials are sent by e-mail to: buletin@igs.asm.md, seym2000@mail.ru (mandatory in both addresses!). Ensure that the materials have reached their destination.

In order to communicate operatively directly with the authors and to reduce the risk of non-receipt of materials, the editorial office does not accept sending multiple materials from different authors to one e-mail address). Also, when you submit an article written by several authors, you must specify one of the authors responsible for contacting the editorial board.

The editorial staff keeps all correspondence with the authors, in order to deal impartially with the problems that arise in case of litigation.

**Analysis of materials for publication and feedback with authors**

Upon receipt, the material analysis process begins in terms of compliance with the rules described above. The editorial board hangs impartially towards all the authors of the materials submitted for publication. For this reason, if any non-compliance with these rules is found, the Editorial Board reserves the right to return the author's manuscript for review, followed by the opportunity to publish the material after the correction (in case of apparent violations of the rules, publishers do not give explanations substance of the infringements). In some exceptions (the total inconsistency of the material presented with the goals and objectives of the journal), the Editorial Board reserves the right to return the author's manuscript, refusing to publish it.

Upon receipt of a large number of manuscripts and the need to publish them shortly, the workload of the editorial board increases significantly. Therefore, there is a risk of delay in publishing the magazine's line number. To avoid such a situation, publishers practice a principle of priority: manuscripts are reviewed and approved (in the absence of deviations from the rules) in the order of their receipt. Non-compliant materials are returned to the authors. Corrections received from the authors are reviewed only after all materials that comply with the rules currently available in the editorial portfolio are accepted. Thus, non-compliance increases the risk of not being published in the current issue of the magazine.

After receiving the manuscripts, the editorial maintains feedback with the authors as needed (in case there are questions on both sides). In communicating with the authors the editorial maintains a correct tone and welcomes the same from the authors. This approach also applies to discussion and commentary on the article.

The editorial board accepts only the argued position of the authors, confirmed by the authors with reference to authoritative sources.

The responsibility for the content of the article rests solely with the authors.

**Review of articles submitted for publication**

According to p.17c of the "Regulations for the Evaluation, Classification and Monitoring of Scientific Magazines, approved by the Decision of the CSSDT ASM and CNAA of 25.06.2015", the Jjournal "Bulletin of the Institute of Geology and Seismology ASM" applies the peer-review procedure by two independent referees of each article, selected by the editorial board of the database with experts in the field (specialists with reputation from the Republic of Moldova and from abroad).

 At the initial stage, the referees are nominated by the editor-in-chief or executive editor of the journal.

If one of the reviews is negative, the editor-in-chief agrees with the members of the Editorial Board to send the article to another specialist for the repeated review. If the conclusion is negative, the Editorial Board rejects the author's article.

If the final review contains objections of principle, suggestions for processing or correcting the content of the manuscript, the Editorial Board sends it to the author. Corrected version of the manuscript returns to the reviewer for decision on the possibility of publishing the paper.

In the event of the author's disagreement with the objector's or reviewer's objections, the parties' arguable positions are reviewed by the Editorial Board, which takes the final decision on the possibility or refusal to publish the manuscript.

When reviewing manuscripts, the Editorial Board recommends to the assessors the application of the Form for Anonymous Reviewers (see Bulletin Board: http://igs.asm.md/node/15).

 It is also admitted free-form review, provided that the criteria of the Form (the novelty, originality, etc.) are elucidated in the review text.

The decision to publish the final (corrected) version of the manuscript is taken by the editorial board.

The editorial board operates in accordance with copyright law.

The members of the editorial board thank all the authors for their understanding, and express hope for fruitful long-term cooperation.