

**REGULATIONS
ON COLLECTED RESEARCH PAPERS
“CONTEMPORARY ISSUES OF CONCRETE AND REINFORCED
CONCRETE”**

1. GENERAL PROVISIONS

These Regulations determine the organisational, technological, and content-related requirements for the Collected Research Papers “Contemporary Issues of Concrete and Reinforced Concrete” (hereinafter referred to as “the Collected Papers”).

1.1. The following basic terms and definitions are used in these Regulations:

Digital Object Identifier (DOI) means a standard for designating object information presented on the network, which is a unique line of letters and numbers and contains an indicator of its location (for example, URL), its name (description), other identifiers of the object (for example, ISBN for an electronic image of a book) and a set of data associated with the object and describing it (metadata) in a structured and expandable form.

International Standard Serial Number (ISSN) means a unique number used to identify a serial publication, which is a mandatory element of its credits.

Scientific Publication means a publication containing the results of theoretical and (or) experimental studies, as well as written cultural monuments and historical documents scientifically prepared for publishing.

Publication means information reproduced on various media and intended for repeated use in the form of a document.

Abstract (scientometric) database means a database and a tool for tracking citedness of articles published in scientific publications, which is intended to formally assess the effectiveness of scientific activities of scientists and the quality level of scientific publications in a particular area of scholarly knowledge.

Collected Papers mean a publication containing a number of works.

1.2. These Regulations have been developed with the following regulatory legal documents taken in account:

Law No. 708-XIII of the Republic of Belarus *On Scientific Activity* dated October 21, 1996 (as in force from 11.05.2016, No. 364-3);

Law No. 455-3 of the Republic of Belarus *On Information, Informatisation and Information Security* dated November 10, 2008 (as in force from 11.05.2016, No. 362-3);

Law No. 262-3 of the Republic of Belarus *On Copyright and Related Rights* dated May 17, 2011 (as in force from 11.05.2016, as amended effective of 01.07.2017);

Resolution No. 3 of the Supreme Attestation Commission of the Republic of Belarus dated 08.06.2009 (as amended by Resolution No. 50 of the Supreme Attestation Commission *On Approval of Instructions on Procedure for Generating the Catalogue of Scientific Publications of the Republic of Belarus for Publishing the Results of Thesis Research* dated 30.06.2012;

Resolution No. 1284 of the Ministry of Council of the Republic of Belarus *On Adoption of Regulations on the Free Compulsory Replica of Documents and the*

Annulment of Certain Enactments of the Government of the Republic of Belarus dated 03.09.2008 (as in force from 13.01.2017);

GOST 7.1-2003. *System of Standards on Information, Librarianship and Publishing. Bibliographic Record. Bibliographic Description. General Requirements and Rules*;

STB 2372-2014. *System of Standards on Information, Librarianship and Publishing. Articles in Journals and Collections. Publisher's Presentation*;

STB GOST 7.60-2005. *System of Standards on Information, Librarianship and Publishing. Publications. Basic Types. Terms and Definitions*;

Orders of Institute BelNIIS RUE No. 134a dated 12.07.2011, No. 108 dated 02.08.2012, No. 127a dated 06.09.2012, No. 80 dated 04.08.2015.

1.3. Institute BelNIIS RUE (hereinafter referred to as “the Institute”) is responsible for the publication of the Collected Papers. In accordance with the current laws of the Republic of Belarus, the Institute has exclusive rights to use the Collected Papers in any form and by any means.

1.4. The Institute collects materials from authors and groups of authors for being included in the Collected Papers, provides for materials and technical conditions for issuing the Collected Papers, arranges the publishing process, with involvement of third-party organisations, among others.

1.5. The goal of publishing the Collected Papers is scientific and practical contribution to theory and practice advancement in the field of concrete and reinforced concrete of the construction sector in the Republic of Belarus and other countries.

1.6. The Institute sets the following objectives for performance and development of the Collected Papers:

1.6.1. international exchange of experience in the field of structures of buildings and constructions, construction materials, technology and methods of construction management;

1.6.2. involvement of specialists' scientific potential (including young researchers) by publication of scientific articles that contain results of scientific-research and experimental-design works on different issues in the field of concrete and reinforced concrete (foundations and bases, concrete technology, load-carrying and enclosing structures; calculation, design and erection of structures of buildings and constructions; design of formwork systems and supporting harness; new finish, sound-proof and heat-insulating materials etc.);

1.6.3. continuous improvement of the quality level of the publication by increasing the citedness of the Collected Papers, attracting more foreign authors, expanding the international composition of the Editorial Board of Collection Papers, increasing the number of articles in English in the Collected Papers;

1.6.4. increase of the attractiveness of the Collected Papers for foreign and Belarusian authors by including the publication in abstract databases.

1.7. The main scientific fields of the Collected Papers are:

1.7.1. calculation and design of concrete and reinforced concrete constructions (products);

1.7.2. calculation, design, technologies, and materials for foundations of concrete and reinforced concrete constructions;

1.7.3. manufacturing technologies for concrete and reinforced concrete constructions (products), erection of concrete and reinforced concrete constructions;

1.7.4. materials and product for production of concrete and reinforced concrete;

1.7.5. digital technologies in the field of construction.

The scientific fields may be specified by the Editorial Board in accordance with the topics of the articles sent for publishing in a particular issue of the Collected Papers.

1.8. Manuscripts of scientists, researchers (including professors, graduate students and undergraduates), and practitioners are accepted for publication in the Collected Papers.

1.9. The Collected Papers is an independent periodical scientific publication, which has both printed and electronic (online) versions.

1.10. Publication of the Collected Papers is provided by the Editorial Board and the Working Group of Collected Papers. At least five Doctors of Science are sitting on the Editorial Board. Specialists of the Institute are assigned as the members of the Working Group. The members of the Editorial Board and the Working Group of Collected Papers are approved by an order of the Institute's head.

2. EDITORIAL BOARD OF COLLECTED PAPERS

2.1. The Editorial Board manages the Collected Papers in scientific and organisational aspects. It is responsible for the scientific level of the materials published and for the content and thematic scope of the Collected Papers. Moreover, it controls if the requirements, which are specified to the Collected Papers by these Regulations, regulatory documents, and applicable laws of the Republic of Belarus, are met.

2.2. The members of the Editorial Board sit on the Editorial Board on an unpaid and voluntary basis.

2.3. For joining the Editorial Board, the consent provided by a candidate in any form, including verbally or by e-mail, is sufficient. The size of the Editorial Board is not limited.

2.4. The Editorial Board of Collected Papers is headed by the Chair of the Editorial Board – Doctor or Candidate of Sciences – who is responsible for general management of the Editorial Board of the publication, helps to attract leading scientists, highly qualified specialists, and members of the Institute to participate in the preparation of the Collected Papers and the activities of the Editorial Board.

2.5. The meetings of the Editorial Board are held as necessary.

2.6. The decisions made during the meetings of the Editorial Board are documented in minutes to be signed by the Chair of the Editorial Board.

2.7. The Editorial Board of Collected Papers performs the following functions:

2.7.1. familiarising with the materials submitted;

2.7.2. appointing reviewers;

2.7.3. deciding on whether to accept or reject the materials submitted for publishing in the Collected Papers;

2.7.4. if necessary, giving recommendations to authors regarding additional editing of articles and setting a deadline for authors to submit their manuscripts edited;

2.7.5. forming a general strategy and defining measures for the development of the Collected Papers and increase of its overall quality level.

2.8. The members of the Editorial Board make a decision to publish according to a conciliatory principle.

2.9. Since the scientists sitting on the Editorial Board are from different countries, they can use email to express their opinion of the article manuscripts received by the Editorial Board and send their recommendations on whether the articles may be published.

2.10. The Chair of the Editorial Board takes the final decision to publish the article manuscripts (taking into account the recommendations given by the members of the Editorial Board and received by email).

3. WORKING GROUP OF COLLECTED PAPERS

3.1. The Working Group of Collected Papers performs the work related to the publication of the Collected Papers, except for the functions performed by the Editorial Board.

3.2. The Working Group of Collected Papers performs the following functions:

3.2.1. receiving, registering, and storing the articles submitted;

3.2.2. transferring the articles on a contractual basis to a publishing organisation to have the Collected Papers electronically made up, proofread and printed,

3.2.3. performing other work established by the schedule for the publication of the Collected Papers, at all stages of preparation;

3.2.4. mailing the Collected Papers and distributing them in other ways;

3.2.5. publishing the online versions of the Collected Papers on the website of Institute BelNIIS RUE;

3.2.6. participating in the activities related to promotion and development of the Collected Papers.

3.3. The materiel and technical support of the Working Group of Collected Papers is provided by the Institute.

3.4. In the course of its work, the Working Group of Collected Papers is guided by the decisions of Director of the Institute and the Editorial Board as well as by these Regulations, standards, applicable laws of the Republic of Belarus, and other regulatory documents in the field of print media.

3.5. The Working Group of Collected Papers includes, on a mandatory basis, the Chair (Deputy Chair) or a member of the Editorial Board, the Secretary of the Editorial Board, specialists from scientific technical information and advertising department. The members of the Working Group of Collected Papers are appointed by an order of Director General of the Institute.

3.6. All documents and working materials for the preparation of the Collected Papers (originals or copies) are compiled in accordance with the current file register of the Institute and stored in the archive of Institute BelNIIS RUE and at the scientific technical information and advertising department.

4. GUIDELINES FOR INFORMATION, ETHICAL PRINCIPLES FOR PREPARATION AND PUBLICATION OF COLLECTED PAPERS

4.1. The Institute, the Editorial Board and the Working Group of the Collected Research Papers “Contemporary Issues of Concrete and Reinforced Concrete” are committed to maintaining the scientific reputation of the publication, ensuring the quality of scientific publications and their compliance with the international standards.

4.2. In their work, the Editorial Board and the Working Group of the Collected Papers are guided by the current laws of the Republic of Belarus in the field of copyright, traditional ethical principles of research periodical publications accepted by the international research community, taking into account the body of principles given in the “Code of Conduct for Scientific Publications” developed and approved by the community of the leading publishers of research periodical publications – Committee on Publication Ethics (COPE).

4.3. The Institute has developed the Information Policy and editorial ethics of the Collected Papers, which is a code of ethical rules and rules for intellectual property and copyright protection, and demands all the participants of the publishing process: authors, reviewers, members of the Editorial Board and the Working Group of the Collected Papers, editors and representatives of publishing companies to follow the rules. It does everything it can to prevent any kind of the rules breaking.

5. PROCEDURE FOR COMPOSING THE COLLECTED PAPERS AND GENERAL REQUIREMENTS FOR THE MATERIALS BEING PUBLISHED

5.1. To be published in the Collected Papers, the scientific articles must be prepared by authors on their own, have research content and outstand with originality of the presented research results. The articles must also be formatted according to the requirements and submitted within the time limits stipulated by these Regulations. Only the original scientific articles that have not been previously published are accepted for publishing in the Collected Papers.

5.2. The Collected Papers are published in the author’s edition. In addition to the scientific content of the article, an author is responsible for the style and literacy of presentation. Failure to comply with these requirements results in automatic rejection to publish the article.

5.3. One author (composite author) may submit only one article for publishing in the next issue of the Collected Papers. Co-authorship is allowed.

5.4. Publication frequency of the Collected Papers is once a year. The materials to be published in the next issue of the Collected Papers are accepted within the terms established in the working plan for preparation of the Collected Papers, approved by Director General of the Institute.

5.5. The procedure for publishing in the Collection provides for mandatory peer review. The scientific articles are reviewed by Doctors or Candidates of Science appointed by the Editorial Board. The articles are reviewed within the terms established in the approved working plan for preparation of the Collected Papers.

5.6. The articles submitted to the Working Group are reviewed in accordance with the approved Regulations On Peer Review of Manuscripts.

5.7. After peer review of the articles, the Editorial Board approves the contents of the next issue of the Collected Papers. The Editorial Board may reject the article without giving the authors any explanations about the rejection reasons.

The grounds for rejection to publish an article may include:
the material submitted does not comply with the topics of the Collected Papers;
the material submitted does not comply with the requirements for the materials being submitted for publishing;
the material submitted received negative result of peer review;

an author failed to comply with of the current laws on copyright and related rights.

5.8. The procedure for disclosing particular information to the public is controlled by the Chair of the Editorial Board.

5.9. Publication of articles in the Collected Papers is free of charge for authors. No royalties for the articles published are paid to authors.

5.10. The Collected Papers are included in the Catalogue of Scientific Publications of the Republic of Belarus for Publishing the Results of Thesis Research and in a number of abstract databases (the relevant data can be found in the section “Collected Papers” on the Institute’s website). The Collected Papers in printed and online version has been assigned the ISSN indices. Since 2016, each article published in the Collected Papers has been assigned a DOI index

5.11. The print run of the Collected Papers is at least 100 copies.

5.12. Free compulsory replicas are distributed based on the procedure established by the Regulations on the Free Compulsory Replica of Documents and in accordance with the postings dictionary approved by Director General.

5.13. For publishing in the Collected Papers, an author shall submit the following items to the Working Group of the Collected papers in print and electronic versions:

an article formatted according to the requirements of these Regulations and the general requirements on authors for formatting their article manuscripts, which can be found on the Institute’s website;

application form for publishing the article;

an author’s guarantee form accompanying the article manuscript submitted for publishing, which confirms that the material used by the author in the article is novel and the article’s text has no data restricted for publishing in public media. The form shall also confirm the transfer of the right to distribute the article published to the Institute, the author’s consent to the processing of his/her personal data by the Editorial Board and the Working Group of Collected Papers.

5.14. The application form shall include:

surname, name, patronymic (in full) of an author;

place of work and (or) education of an author (full name of the organisation), his/her position, academic degree and title (if any);

title of an article;

contact phones and email of an author.

5.15. An article shall be formatted according to the following requirements:

the article size shall not exceed 15 sheets (A4), single-spaced, font: Times New Roman, font size: 14 pt;

working languages are English, Russian;

the list of cite sources shall be drawn up in accordance with the requirements of GOST 7.1–2003 Bibliographic Record. Bibliographic Description and be placed at the end of a document; references shall be numbered according to the citation order in the text, the reference sequence numbers shall be enclosed in square brackets;

An abstract in Russian and English shall be attached to the article;

illustrations shall be submitted to the editor in electronic form as tiff, jpeg files with a resolution of at least 300 dpi.

5.16. Detailed instructions for formatting an article submitted to the Collected Papers are given in the “Requirements on Authors for Formatting their Articles

Submitted to the Collected Research Papers “Contemporary Issues of Concrete and Reinforced Concrete”.

5.17. The text of these Regulations and the forms of the above documents (par. 5.13 hereof) shall be posted on the Institute’s website.