



REGULATIONS FOR THE ORGANIZATION AND OPERATION OF THE BULETINI SHKENCOR REALD & MANUSCRIPT SUBMISSION GUIDELINES

BULETINI SHKENCOR REALD
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**REGULATIONS FOR THE ORGANIZATION AND OPERATION
OF THE BULETINI SHKENCOR REALD**

&

MANUSCRIPT SUBMISSION GUIDELINES

Bazuar në:

Law No. 80/2015 "*On higher education and scientific research in higher education institutions in the Republic of Albania*"

Law No. 35/2016 "*On Copyright and Other Related Rights*"

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Regulation of the Scientific Research Center, Approved by Decision no. 19, dated 01.08.2017, of the Academic Senate (<https://unireald.edu.al/qendra-kerkimore-shkencore/>)



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I. ORGANIZATION AND FUNCTIONING OF BULETINI SHKENCOR REALD (BSHR)

1.1. The organizational structure of the BSHR

- BSHR is managed by the Scientific Research Center, Reald University College, Vlora
- The Chief Editor of the BSHR is the Head of the Scientific Research Center, who must hold no less than a Doctor of Science degree.
- The Scientific Board contains academics no less than the Doctor of Science degree.
- The structure of the Journal is as follows:

1. Chief Editor

- It is responsible for the academic content of the journal.
- Drives the overall strategy of the magazine. Reviews & evaluates and decides on submitted manuscripts

2. Associate Editors

- Associates of the Editor-in-Chief, and may replace the Editor-in-Chief in decisions.

3. Editorial Board

- Editorial board members meet periodically to evaluate the journal's progress and discuss overall goals.
- Duties of editors may include:
 - Identification of new topics, publications of special volumes
 - providing feedback on manuscripts
 - Review manuscripts
- The Scientific Board of the BSHR has external reviewers/evaluators
- For BSHR, the coordination support team is made available, which consists of a coordinator and an IT specialist, web design,
- BSHR is equipped with electronic ISSN
- BSHR is multidisciplinary and so is the composition of the Scientific Board. BSHR is a one blind review.

1.2. Article Evaluation Practice

- After receiving the manuscripts from the Coordinator, the Editor-in-Chief makes a preliminary check for the fulfillment of the submission criteria of the paper, such as formatting according to the instructions, completing the references, establishes communication with the authors for any further clarification and when there is a possibility of checking for plagiarism.
- If the manuscript is not according to the guidelines, and the Editor-in-Chief finds deficiencies, he communicates with the responsible author, addressing the relevant



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- notes, to complete the paper. Thereafter, the responsibility for editing the manuscript and resubmitting it rests with the authors.
- The editor-in-chief, after getting acquainted with the manuscript that has passed the preliminary selection stage, addresses it according to the field of the manuscript in relation to the formation and the field covered by the editors/reviewers.
 - The Editor-in-Chief sends the manuscript to the Editor/Reviewer without the name and details of the authors.
 - After review, relevant notes, if any, for changes in the manuscript are forwarded to the author.
 - *The Review/Editor* completes the *Review* format for each article, which format is stored in the institution's documentation file.
 - Ethics of Reviewers/Associate Editors
 - ✓ Each manuscript is treated on the basis of the principles of confidentiality;
 - ✓ Reviews should be done objectively and notes should be clearly worded
 - ✓ Reviewers should inform the Editor-in-Chief of any substantial similarities between the manuscript under review and any other published work;
 - For each decision on the manuscript, the corresponding author(s) are notified.
 - BSHR bears no legal responsibility towards third parties for the materials submitted for publication, regarding their authorship or source. This is ensured through the declaration made by the author(s) after receiving the confirmation for publication, making them the only ones responsible.
 - The handling of any kind of possible conflict about the authorship and authenticity of the published articles is resolved between the parties without involving the institution or structure of BSHR.
 - The newsletter prints *Hard Copy* and sends: 5 copies to the National Library, 5 copies to the Vlora library and 10 copies to the College library.
 - Authors who want to be provided with a Hard Copy must apply and pay a fee of 50 Euros.
 - The entire publication procedure in BSHR must adhere to the following guidelines.



II. GUIDELINES FOR MANUSCRIPT SUBMISSION AND PUBLICATION

1. INSTRUCTIONS FOR THE SUBMISSION OF THE MANUSCRIPT

1.1. The size (length) of the manuscript

- The article should usually contain between 3500-10000 words, but the authors have the freedom to go outside these contours depending on the type of article and the field of study.

1.2. Manuscript submission

1.2.1. Submitting a manuscript means:

- that the manuscript has not been previously published;
- that it is not under consideration for publication elsewhere;
- that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or expressly – at the institution where the work was carried out.
- BSHR will not be held legally responsible if there are claims for compensation from other parties cited above.

1.2.2. Permission

Authors that want to include figures, tables, or passages of text that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both print and online formats and to include evidence that a permission such is given when they submit their works. Any material received without such proof will be assumed to come from the authors and BSHR bears no responsibility in the event of complaints from third parties.

1.2.3. Manuscript submission

Please follow the "manuscript submission instructions" and upload all your manuscript files following the instructions provided and communicate with the available e-mail: buletini@unireald.edu.al.

1.2.4. The source files

For your manuscript text, please always submit in common word processing formats such as .docx

1.3. Contents of the manuscript

Please ensure that the manuscript contains the following information. The title should be concise and informative.

1.3.1. Information about the author of the manuscript

- Name (s) of author(s)
- Affiliation(s) of the author(s), i.e. institution, (department), city, (state), country
- Active e-mail address of the corresponding author



-
- If address information is provided with the affiliation for each author, it will also be published.
 - For authors who are (temporarily) unemployed in an institution/organization, BRSH will publish only their city and place of residence, while their e-mail address will be published if they wish.

1.3.2. Abstract

Please submit an abstract of 150 to 350 words. The abstract must not contain indefinite abbreviations or unspecified references; the latter are only applicable to manuscripts in the field of life sciences (when applicable).

1.3.3. Key terms

- Please provide 5 to 10 keywords that can be used for indexing purposes.
- Key words will be presented in *italic* writing and size 12.(eg **Key words:** *normative provisions, law, regulations, guidelines, university*

1.4.Text

1.4.1. Formation of Text

- Manuscripts should be submitted in MS-Word.
- Use Times Roman 12 font for text.
- Use italics for emphasis.
- Use the automatic page numbering feature to number the pages.
- Use quotation marks or other spelling symbols.
- Use the equation editor or Math-Type for equations.
- Save your file in docx format (Word 2007 or newer)

1.4.2. Abbreviations

Abbreviations should be defined first with footnotes and used consistently thereafter.

1.4.3. Footnote

Footnotes may be used to provide additional information, which may include citing a reference included in the reference list. They should also not contain any figures or tables. Text footnotes are numbered consecutively; We recommend the use of Footnote for sources of information such as Laws or official reports, for which an available electronic address can be set to link to the source of information.

1.5.Reference

1.5.1. Citation

- APA style.



We bring to your attention that the articles which, during the control by the Chief Editor, will not have all fields of information filled in for the citations, will be returned to the author with the relevant notes for him to complete them.

1.5.2. List of references at the end of the manuscript

- The list of references is placed at the end of the manuscript, it should only include works that are cited in the text and that have been published or accepted for publication.
- References in the reference list should be arranged alphabetically by the last name of the first author of each work cited.
- Journal names and book titles should be italicized. Font Times New Roman size 12.
- For magazines, the order should be: Author's last name, year of publication, title of the article, name of the magazine, Volume Number, and number of pages of the article in the magazine
- For books: Last name of the author, Year of publication, Title of the book, publishing house, number of the cited page

- *example:*

Kotorri, P, Beqiraj A, Beqiraj E, January 2012, “Distribution of mercury in contaminated zones and rehabilitation of the PVC hot spot in Vlora”, *Journal of Environmental Protection and Ecology* 13(1):86-95

1.6.Presentation of Tables

- All tables must be numbered using Arabic numerals.
- Tables should always be cited in the text in consecutive numerical order.
- For each table, please provide a table title that explains the table's components. The title of the table is placed above the table, in bold letters, size 10. (For example, **Table No. 1 Income per capita in the District of Vlora**)
- Identify any previously published material by giving the original source in the form of a reference at the end of the table, in bold letters and size 10. For example Source: **Instat "Annual Report" 2021, www.instat.gov.al. Psh Burimi : Instat “ Raporti Vjetor” 2021, www.instat.gov.al**

1.7.Instructions for graphics/illustrations/figures

1.7.1. Electronic presentation of graphics/illustrations/figures

- In case you will send the illustrations/figures as separate files, name the image files with "Fig" and the number of the image, for example, Fig.1
- Acceptable files are MS-Office, EPS, TIFF format.



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- In case you have another variant of preparing the illustration/figure, indicate what graphic program was used to create the illustration.

1.7.2. Writing of graphs/illustrations/figures

- We recommend using **Times New Roman** (sans serif font).
- The writing of the figures should be of size (8–10).
- Do not place titles within your illustrations.
- All illustrations/figures should be numbered using Arabic numerals.
- Figures should always be cited in the text in consecutive numerical order.
- Each figure should have a concise caption that accurately describes what the figure depicts.
- Figure captions begin with the term **Fig.** in bold, followed by the figure number, also in bold, font size 10
- No punctuation should be included after the number, nor should any punctuation be placed at the end of the title. (eg **Fig. No. 1, Income per capita for the region of Vlora**)
- Give the original source at the bottom of the image, use font size 10, and bold. (eg **Source: INSTAT "Annual Report" page 15, 2020, www.instat.gov.al**)
- Figures/illustrations should be presented within the text. Only in cases where the file size of the manuscript causes problems in its loading, large figures/illustrations should be submitted separately from the text.

1.7.3. The permits

If you include figures/illustrations that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both print and online formats.

Please note that some publishers do not grant free electronic rights and that BSHR will not take any responsibility for the publication of articles containing images that require permission from the owners.

1.8. Additional information (Appendix)

BSHR accepts electronic multimedia files and other additional files to be published online with an article.

1.9. The language of the manuscript

- BSHR will publish in three languages: Albanian, Italian and English.
- The manuscript must be submitted to:
 - ✓ In Albanian and English/Italian for Albanian authors;
 - ✓ In English or Italian for foreign authors.



2. SUBMISSION OF THE MANUSCRIPT

- Edit and prepare the manuscript according to the arrangements explained above.
- Submit the manuscript by email
- Clarify in the email the representative author for the communication, in case of co-authorship.

3. ETHICAL/LEGAL RESPONSIBILITIES OF AUTHORS

- Submitted work must be original and must not have been published elsewhere in any form or language (in part or in whole), unless the new work is an extension of previous work.
- A single study should not be split into several parts to increase the number of publications and submitted to different journals or to one journal over time (ie, 'clipping/publishing').
- Results must be presented clearly, honestly and without falsification or inappropriate manipulation of data (including image-based manipulation).
- No data, text or theory from others is presented as if it were the author's own ('plagiarism').
- BSHR may use software to check for plagiarism.
- Changes to authorship cannot be made after a manuscript has been accepted.
- If the article has already been published online, if a violation or irregularity is found, depending on the nature of the violation: a correction of the article may be imposed; or in cases of serious violations, article withdrawal may occur. In cases of withdrawal, relevant notes are made on the magazine's website.

4. PRINCIPLES OF AUTHORITY

- The publisher does not describe the types of contributions for each author. The authors must decide in advance in agreement with each other about the contribution they have in the preparation of the manuscript.
- It is up to the authors whether they wish to declare their role and responsibility for their contribution to the article.
- If the authors declare then it is reflected in the publication

5. AFTER ACCEPTANCE OF THE MANUSCRIPT

- After receiving the notification of the Decision taken by the Scientific Board to accept the article for publication in the Bulletin, the representative author or all the authors together must express their agreement through the Declaration.
- The statement is sent by email from the editor and after it is signed by the representative author or authors, it is sent by email to the editorial office.



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- There is no cost to authors for articles that are accepted for publication.
- Authors who want to be provided with Hard Copy must make a prior request and pay a fee which is only the cost of printing and the fee is 50 Euro.

7. PUBLICATION OF BSHR

- BSHR is equipped with ISSN
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