

S T A T U T E

of “Trudy MAI” journal

1. General provisions

1.1. “Trudy MAI” journal (hereafter named “Journal”) is published according to “On mass media” Law of Russian Federation. Its issuance is based on the certificate issued by the Federal Service for Supervision in the sphere of Telecom, Information Technologies and Mass Communications (Certificate of Registration ЭЛ № ФС 77-58560, dated July 14, 2014).

1.2. The Journal is founded and published by Moscow Aviation Institute (National Research University) (hereafter named “University”, “Journal Founder”, “Journal Publisher”).

Journal Publisher provides financing of the Journal publication.

1.3. The Journal is an electronic network publication.

1.4. This Statute specifies the main requirements for the Journal, constitution of the Editorial Board of the Journal, procedures of preparation and publication of Journal issues.

1.5. This Statute is refined, supplemented and modified according to the changes in the legal, economic and organizational conditions.

2. Main requirements for the Journal

2.1. According to the requirements of the “On mass media” Law of Russian Federation the Journal must not be used for the following: committing acts that are punishable under criminal law; divulging information, which is classified as a State secret or any other secret that is specially protected by law; urging seizure of power, forcible overthrow of constitutional order and alteration of state integrity; inciting of ethnic, class, social, religious intolerance or dissension; propagating war, pornography, cult of violence and cruelty.

2.2. The Journal publishes papers, which reflect the results of scientific research in the following main scientific schools (main sections of the Journal):

- “Mechanics”;
- “Aeronautical and Space-Rocket Engineering”;
- “Instrument making, metrology, information and measuring equipment and systems”;
- “Radio engineering and communication”;
- “Informatics, computation engineering and management”.

2.3. Materials with advertising and erotic contents cannot be published and placed in the Journal.

2.4. Attribution and scope of author’s rights for the papers that are published in the Journal are determined by the current legislation of the Russian Federation.

According to the legislation of the Russian Federation the Journal Publisher retains exclusive rights to the Journal issues as a whole.

2.5. As a rule, the paper authors and organizations are not charged any fees for publishing the papers in the Journal. No fees are charged for publishing the papers, which are authored by post-graduate students.

No royalties are paid for publication of the papers in the Journal.

Each author of the paper that was published in the Journal is entitled to receiving one copy of the Journal issue, in which his paper was published, free of charge.

2.6. Journal issues are distributed by subscription.

2.7. The following should be available for permanent free access on the web-site of the Journal Publisher <http://www.mai.ru/science/trudy>:

- this Statute;
- composition of the Journal Editorial Board;
- correspondence address of the Journal Publisher;
- contact details of the Executive Editor-in-Chief of the Journal Editorial Board;
- requirements for the published papers;
- procedure for submitting papers for publication, reviewing and making a decision on publication of the paper;
- guidelines for abstract preparation;
- guidelines for preparation of bibliographic references list for the paper («References») in Roman (Latin) alphabet;
- archive of Journal issues.
- connection details of the Executive Editor-in-chief of the Journal Editorial Board.

3. Editorial Board of the Journal

3.1. Editor-in-Chief of the Journal is appointed by the Journal Founder from among the leading scientists in the scientific fields where the Journal Founder specializes.

Editor-in-Chief carries out his activities under the Law of the Russian Federation and this Statute.

3.2. Deputies of the Editor-in-Chief of the Journal and Executive Editor-in-Chief of the Journal Editorial Board are appointed by the Journal Founder upon the recommendation of the Journal Editor-in-Chief.

3.3. Composition of the Journal Editorial Board is approved by the Journal Founder upon the recommendation of the Journal Editor-in-chief.

Editor-in-chief and Deputies of the Editor-in-Chief of the Journal are the Chairman and Deputies of the Chairman of the Journal Editorial Board, accordingly.

3.4. Journal Editor-in-Chief or (by his order) Deputy Chief Editor organizes the work of the Journal Editorial Board.

Journal Editor-in-Chief appoints the curators of the Journal main sections from the members of the Journal Editorial Board.

3.5. The composition of the Presidium of the Journal Editorial Board includes the Chairman and Deputies of the Chairman of the Journal Editorial board, Executive Editor-in-chief of the Journal Editorial board, curators of the Journal main sections.

Journal Editor-in-Chief has the right to additionally include other individual members of the Journal Editorial board into the composition of the Presidium of the Journal Editorial board.

3.6. Journal Editor-in-Chief approves the following:

- requirements for the published papers;
- guidelines for abstract preparation;
- guidelines for preparation of bibliographic references list for the paper (“References”) in Roman (Latin) alphabet;
- order of submitting paper manuscripts for publication;
- procedure for reviewing manuscripts of the paper;
- order of decision making concerning the paper publication;
- structure of the paper review.

3.7. Editor-in-Chief of the Journal has the right to introduce additional subsections (within the limits of main sections subjects)

4. Preparation and publication of a Journal issue

4.1. The Executive Editor-in-Chief of the Journal Editorial Board does the following based on the decision of the Journal Editorial Board:

- composes the draft of contents for the next Journal issue;
- presents the aforementioned draft to the Editor-in-Chief (Deputy Chief Editor) of the Journal for approval.

4.2. Journal issues may be composed as consolidated (with inclusion of several Journal sections) or as special (which include one section or are devoted to a single scientific-and-technical problem).

4.3. As a rule a Journal issue should contain no less than 10 papers.

4.4. The Editor-In-Chief of the Journal (Deputy Chief Editor) approves the contents of the Journal issue

4.5. The Publisher of the Journal provides for each issue of the Journal placement of the Journal on the page of the Journal in information and communication network Internet provides in both Russian and English:

- the contents of the issue of the Journal;
- for each paper – the title of the paper, the full text of the article (only in Russian version), information about authors, Key words, Annotation of the paper (only in Russian version), Abstract (only in English version), References (only in English version), bibliographic list (only in Russian version), information about authors, Key words, Annotation of the paper (only in Russian version).

4.6. The Executive Editor-in-Chief of the Journal Editorial Board provides submission of the information about the published papers according to the prescribed form into the system of Russian Science Citation Index. The submission is made within 15 days after the Journal issue is placed on the website of the Journal Publisher.

4.7. The Journal Publisher provides submission of mandatory copies of the Journal in accordance with active legislation.