



UNIVERSITY OF NATIONAL AND WORLD ECONOMY
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RULES AND REQUIREMENTS
FOR SCIENTIFIC PERIODICAL
PUBLICATIONS OF UNWE

Sofia, 2024

Chapter One

GENERAL PROVISIONS

Art. 1. The Rules and Requirements for Scientific Periodical Publications of UNWE regulate the creation, recognition, and changes in the status of scientific periodical publications at the University of National and World Economy (UNWE).

Art. 2. The Rules and Requirements for Scientific Periodical Publications of UNWE have been developed in accordance with the Rules of Procedure of UNWE, the Rules for Research Activity at UNWE, the Policy on Academic Integrity, and the Code of Ethics of UNWE, and reflect the principles and values embedded therein.

Art. 3.

(1) The Rules and Requirements are based on fundamental scientific and ethical standards and established good practices of UNWE in the field of scientific periodicals.

(2) The principles underlying the development of the Rules and Requirements for Scientific Periodical Publications of UNWE are:

1. Freedom of academic initiative and scientific research;
2. Respect for the value of scientific creativity;
3. Fair and impartial treatment regardless of the origin of the manuscript, including the nationality, ethnicity, political beliefs, race, or religion of the authors;
4. Promotion of accessibility, diversity, and inclusion in all aspects of scientific publishing;
5. Reliability of editorial activities and services;
6. Transparency and accountability in the dissemination of research results;
7. Respect for the scientific work of other authors and the prevention of unethical research practices.

Art. 4. The objectives of the Rules and Requirements for Scientific Periodical Publications of UNWE are:

1. To establish and present the standards for scientific periodicals at UNWE;
2. To define the institutional framework for the status of scientific journals at UNWE that were not created by a decision of the UNWE Academic Council;
3. To establish procedures and criteria for determining the status of scientific periodical publications at UNWE;
4. To support the establishment and maintenance of high scientific and academic standards in the dissemination of research results;
5. To promote the development of a culture of integrity in the creation and dissemination of academic output;
6. To support the dissemination and promotion of research findings;
7. To contribute to the affirmation of the positive image of UNWE among academic circles and the public both nationally and internationally.

Chapter Two

ESTABLISHMENT AND RECOGNITION OF SCIENTIFIC PERIODICAL PUBLICATIONS AT UNWE

Art. 5. Establishment of Scientific Journals at UNWE

(1) The initiative to establish a scientific periodical publication at UNWE may originate from

departments, faculties, institutes, and centers within the university.

(2) Scientific periodical journals at UNWE are established by a decision of the Academic Council or by a decision of a Faculty/Department Council.

(3) The decision to establish a scientific periodical publication includes the approval of the journal's title and the Statutes regulating the structure and activities of the Editorial Board.

(4) The decision to establish a scientific periodical publication also approves the members of the Editorial Board and the Editor-in-Chief of the journal.

(5) The decision establishes the International Advisory Board of the journal.

(6) The Statutes regulating the structure and activities of the Editorial Board must define:

1. The editorial policy of the journal;
2. The organizational structure and responsibilities of the journal's bodies;
3. The procedure for article submission and publication;
4. The process for publishing and distributing the journal (in print and/or electronic format);
5. The method of funding.

(7) Based on the decision, the Editor-in-Chief and the Editorial Board are responsible for organizing the creation of the journal's website.

(8) The Editor-in-Chief or a member of the Editorial Board shall submit a registration form to obtain an ISSN for the journal, in accordance with the requirements of the National ISSN Agency for assigning ISSNs to print and electronic publications.

Art. 6. Indicating the Institutional Affiliation of Scientific Journals at UNWE

(1) Scientific periodical publications created by a decision of the Academic Council of UNWE are designated as scientific periodicals of UNWE with text and corresponding graphic elements (UNWE logo). They are listed on the university's website (in the "Periodicals" section at www.unwe.bg and in the "Science" / "Scientific Publications" section) as "university scientific journals."

(2) Scientific periodicals created by decision of a Faculty or Department Council are designated as publications of the respective faculty or department.

(3) Scientific periodicals not established by decision of the Academic Council may be designated as UNWE publications (including use of text and UNWE logo) after passing a recognition procedure by the UNWE Publishing Council and being approved by the Academic Council based on a proposal by the Chair of the Publishing Council.

Art. 7. Recognition of Scientific Periodicals Not Created by Decision of the Academic Council

(1) Scientific periodicals not created by a decision of the UNWE Academic Council are subject to recognition by the UNWE Publishing Council.

(2) The procedure for recognition under Art. 7(1) is initiated by the Editor-in-Chief of the scientific periodical.

(3) The recognition procedure may begin after the publication of at least two complete annual volumes of the journal.

(4) The UNWE Publishing Council makes a recognition decision based on compliance with the requirements (outlined in Chapter Three of these Rules and Requirements) and criteria (outlined in Chapter Four) for UNWE scientific periodicals.

(5) Scientific journals recognized by the Publishing Council may:

1. Indicate their institutional affiliation as UNWE scientific journals with text and use of the UNWE logo;
2. Be presented on the UNWE website (in the "Periodicals" section and in the "Science" / "Scientific Publications" section) as "university scientific journals";
3. Be registered in CEEOL as part of UNWE's scientific publications;
4. Receive a unique DOI number for each article published, under the university's agreement with CrossRef;

5. Be proposed for indexing in primary and secondary scientific databases through procedures initiated by the UNWE Press (Publishing House).

Chapter Three

REQUIREMENTS FOR SCIENTIFIC PERIODICAL PUBLICATIONS AT UNWE

Art. 8. Requirements for Scientific Periodicals at UNWE

(1) Scientific periodical publications at UNWE must meet the following requirements:

1. The decision establishing the journal must clearly state the necessity for its publication;
2. The journal must have a clearly defined and unique thematic profile that does not duplicate or reproduce the profile of existing UNWE scientific journals or those of other academic and research institutions in Bulgaria;
3. The journal must have an assigned ISSN (with separate ISSNs for print and online editions);
4. The journal must have designated editorial bodies, including an announced Editorial Board and Editor-in-Chief;
5. The journal's editorial policy must comply with national regulations and internal UNWE regulations.

(2) The editorial policy of the journal should define:

1. The thematic profile of the journal;
2. The frequency and schedule of publication;
3. The language(s) of publication;
4. Publication ethics;
5. Duties and responsibilities of the Editorial Board and the Editor-in-Chief;
6. Requirements for authors;
7. Criteria for manuscript acceptance;
8. Rules for checking and peer reviewing of the submitted manuscripts;
9. Requirements for reviewers;
10. Copyright conditions.

(3) In addition to the above requirements, scientific periodicals at UNWE must also:

1. Have a website presenting the journal, its editorial policy and editorial bodies, with access to current and past issues, as well as individual articles from each issue;
2. Have a dedicated email address for communication with authors and reviewers;
3. Apply clear and publicly available criteria for the acceptance or rejection of manuscripts;
4. Follow a clear and transparent peer review procedure for submitted manuscripts;
5. Check submitted manuscripts for similarity in accordance with UNWE's rules for electronic verification of academic originality;
6. Adhere to the established frequency, deadlines, and annual number of issues;
7. Be open access under the terms of the international public license Creative Commons CC BY 4.0.

Chapter Four

CRITERIA FOR THE APPROVAL OF SCIENTIFIC PERIODICAL PUBLICATIONS AT UNWE

Art. 9. Criteria for the Approval of Scientific Periodicals

(1) The UNWE Publishing Council approves scientific periodicals that were not established by a decision of the UNWE Academic Council based on the following criteria: Editorial policy and thematic profile of the journal; Scientific quality of publications; Adherence to publication ethics; Compliance with publication standards; Transparency and disclosure of information.

(2) The scientific quality of the materials published in the journal is ensured through:

1. Compliance with clear and publicly announced criteria for the acceptance and rejection of texts;
2. A proportion of rejected manuscripts from the total number of submitted articles for a given issue/year;
3. Adherence to scholarly standards in presentation – inclusion of a literature review on the researched topic, accurate data presentation, objective discussion, sufficient detail, and substantiation of claims with scientific arguments and evidence.

(3) The foundation of high-quality scientific publications lies in the implementation of high peer-review standards, including:

1. Anonymous peer review (double- or single-blind);
2. At least two reviewers per article;
3. At least half of the reviewers for each issue are not affiliated with UNWE;
4. A structured review form including both quantitative parameters and qualitative questions;
5. An option for reviewers to grade their recommendations;
6. A second review opportunity after the author has made revisions based on the first review;
7. Use of a super-reviewer in cases of conflicting assessments by primary reviewers.

(4) Observance of publication ethics, as a criterion for journal approval, includes:

1. Publication of original works – articles that have not been published or submitted elsewhere;
2. Plagiarism check of all submitted manuscripts using similarity-checking software. Only manuscripts with less than 20% similarity after such a check are accepted;
3. Disclosure of conflicts of interest by authors, reviewers, and editorial board members;
4. Restrictions on the publication of articles by members of the editorial board and the Editor-in-Chief in the journal;
5. Presence of authors unaffiliated with UNWE in each journal issue.

(5) Publication standards include:

1. Standardized formatting requirements for articles;
2. Abstracts, keywords, and bibliographies included in every article;
3. Language editing of all articles;
4. Use of a unified citation and referencing system;
5. Author information (institutional affiliation, institutional email, ORCID ID, etc.);
6. Adherence to the publication schedule and issue frequency.

(6) Transparency and information disclosure are ensured through:

1. Publicly listed Editor-in-Chief, Editorial Board, and International Advisory Board;
2. Full information on submission terms, deadlines, and publication process published on the journal's website;
3. Author and reviewer guidelines available on the journal's website;
4. Downloadable review form available on the journal's website;
5. Electronic archive of previous issues accessible via the journal's website;
6. Contact information for the editorial team.

(7) For the approval of scientific journals, the Publishing Council also applies the following additional criteria:

1. Indexing of the journal in secondary databases, verified by the presence of indexed records for individual articles;
2. Registration of the journal in online libraries and repositories (ensuring article accessibility through the respective platforms);
3. Verified citations of journal articles (indexed in primary/secondary databases, monographs, or other sources);
4. Participation of foreign authors and reviewers;
5. Use of an editorial platform that supports manuscript submission and communication with reviewers.

(8) When approving scientific periodicals, the Publishing Council takes into account the specifics of the academic field of the respective scientific publication.

Chapter Five

REVIEW AND STATUS CHANGE OF SCIENTIFIC PERIODICAL PUBLICATIONS AT UNWE

Art. 10. Scientific periodicals at UNWE undergo a regular periodic review by the Publishing Council every three years.

Art. 11. Scientific periodicals at UNWE that do not meet the requirements and criteria outlined in Chapter Three and Chapter Four of these Rules and Requirements are subject to an extraordinary follow-up review within one year after the regular review.

Art. 12. If non-compliance with the requirements and criteria set out in Chapter Three and Chapter Four continues, the Publishing Council shall initiate the removal of the scientific journal from the UNWE website and the termination of uploading its issues to CEEOL.

Art. 13. No earlier than six months after the extraordinary review, the Editor-in-Chief of the scientific journal may submit a request to the Chairperson of the Publishing Council for a new review. If the Publishing Council finds that the non-compliances have been resolved, the restrictions on the journal's presence on the UNWE website and on uploading to CEEOL shall be lifted.

Art. 14. A Register of Scientific Periodical Publications of UNWE shall be established. It shall include all journals that have been created by decision of the UNWE Academic Council or have been accepted as UNWE scientific periodicals by decision of the Academic Council upon the proposal of the Publishing Council.

Art. 15. The Register of Scientific Periodical Publications is Appendix 1 to these Rules and Requirements for Scientific Periodicals at UNWE.

Art. 16. The Register of Scientific Periodical Publications at UNWE shall be updated by the Publishing Council at the beginning of each calendar year, but no later than the end of January.

Art. 17. The Register of Scientific Periodical Publications at UNWE shall be published on the university's official website (in the "Periodicals" section at www.unwe.bg, in the "Science" / "Scientific Publications" / "University Scientific Publications" section, and on the webpage of the Publishing Council).

Chapter Six

RIGHTS AND OBLIGATIONS OF THE PUBLISHING COUNCIL REGARDING SCIENTIFIC PERIODICAL PUBLICATIONS AT UNWE

Art. 18. The Publishing Council of UNWE develops and amends the rules and requirements for scientific periodical publications at UNWE and submits them for approval by the UNWE Academic Council.

Art. 19. The Publishing Council monitors to prevent internal competition between the scientific periodical publications of UNWE.

Art. 20. The Publishing Council oversees compliance with the rules and requirements for scientific periodical publications at UNWE by conducting periodic reviews of these publications. The Publishing Council adopts a schedule for carrying out the reviews at the beginning of each calendar year.

Art. 21. The Publishing Council approves scientific periodical publications that have not been established by a decision of the Academic Council. The Publishing Council may propose to the Academic Council the approval of a journal that meets the requirements and criteria set out in Chapters 3 and 4 of these Rules and Requirements as a scientific periodical publication of UNWE.

Art. 22. The Publishing Council may make recommendations to the Editorial Boards of the scientific periodicals at UNWE regarding changes to their editorial policy and practice in accordance with these Rules and Requirements for scientific periodical publications at UNWE.

Art. 23. The Publishing Council may not interfere in the editorial policy of the scientific periodical publications at UNWE nor exercise censorship regarding the content of the published texts.

Art. 22

Transitional and Final Provisions

§ 1. All scientific periodical publications at UNWE that have not been established by a decision of the Academic Council must initiate an approval procedure by the Publishing Council within 6 months from the date of adoption of these Rules and Requirements by the Academic Council of UNWE.

§ 2. Amendments and supplements to these Rules and Requirements shall be made in accordance with the procedure for their adoption.

§ 3. Matters not regulated by these Rules shall be resolved by the Rector of UNWE, the Publishing Council, or the Academic Council of UNWE, in accordance with their respective competencies.

§ 4. These Rules and Requirements for Scientific Periodical Publications at UNWE were adopted by Decision No of the Academic Council of UNWE at its meeting held on 02 April 2025 and shall enter into force on the date of their adoption.

APPENDIX 1. REGISTER OF SCIENTIFIC PERIODICALS OF UNWE

1. *Yearbook of UNWE* – Decision of the Academic Council (AC) of 1922, last amended by Decision No. 4/3 – 5.11.2016, item 41;
2. *Scientific Works of UNWE* – Decision of the AC of 1925, last amended by Decision No. 4/3 – 5.11.2016, item 41;
3. *Economic Alternatives* – Decision of the AC No. 5/19 – 20.10.2012, item 53.1, last amended by Decision No. 4/3 – 5.11.2016, item 42;
4. *Economic and Social Alternatives* – Decision of the AC of 1995, last amended by Decision of the AC No. 5/19 – 20.10.2012, item 53.2;
5. *Business and Law* – Decision of the AC No. 8/13.12.2017;
6. *Aurea iuris romani* – Decision of the AC No. 8/13.12.2017;
7. *Bulgarian Journal of International Economics and Politics* – Decision of the AC No. 4 of 07.07.2021, item 24;
8. *Finance, Accounting and Business Analysis* – Decision of the AC of 02.04.2025.