

Editorial Regulations of the Journal SCRIPTA MANENT

Chapter I – General Provisions

The present regulations establish the general framework regarding publication conditions, editorial policies, ethical standards, and applicable procedures within the *SCRIPTA MANENT* Journal. Their purpose is to guarantee scientific quality, protect the integrity of the editorial process, and ensure compliance with the applicable legislation—particularly Law no. 8/1996 on copyright and related rights—as well as international standards of editorial ethics (including COPE recommendations).

These regulations apply to all participants in the editorial process: authors, editors, scientific reviewers (also referred to as “scientific consultants”), collaborators, and partners. Compliance with these rules is mandatory and constitutes an essential condition for the publication of materials under the journal’s aegis.

Chapter II – General Conditions of Publication for Authors

Submitting a manuscript to the editorial board implies the author’s consent to participate in the editorial procedure and to comply with the present regulations. Authors guarantee that the manuscript: (i) represents the result of their own research activity; (ii) is original and unpublished; (iii) fully and correctly cites all sources; (iv) respects the linguistic rules of the Romanian language, including the use of diacritics; and (v) does not contain political opinions, personal polemics, or content exceeding the scientific scope of the journal.

Scientific Analysis and Evaluation Procedure

Peer review represents the scientific evaluation of materials (articles, studies, commentaries, notes, etc.) intended for publication in the *SCRIPTA MANENT Journal*, aiming to maintain a high-quality standard for the journal.

Each submission is reviewed by two independent reviewers, who do not know the identity of the author(s) of the paper under evaluation. Prior to the *peer review* process, all received materials undergo a preliminary editorial analysis to verify their alignment with the journal's profile, compliance with technical requirements, and adherence to ethical policies.

The names and affiliations of the authors are kept confidential during the evaluation process. Reviewers provide objective and constructive feedback based on the following criteria: compliance with editorial and ethical requirements, topicality and relevance of the subject, originality of contribution, quality of research and argumentation, and coherence and clarity of writing.

The reviewers shall send their observations by email within no more than three (3) weeks from the receipt of the editable version of the manuscript.

The initial manuscript and the reviewers' comments shall be communicated to the author for revision, if necessary.

Following the evaluation, the reviewers shall provide a reasoned opinion on the scientific level of the paper and propose one of the following options: publication (with or without revisions) or rejection, by submitting their response to the journal's email address. Based on the evaluations, the editorial decision may be:

- (a) acceptance;
- (b) acceptance with revisions;
- (c) reasoned rejection.

The final decision rests with the Editor-in-Chief and the Deputy Editors-in-Chief, who may consult the Editorial Board members and scientific reviewers, as appropriate.

The reviewers are selected from among professionals in the legal field, as well as from related areas connected to judicial activity within courts and prosecutor's offices, taking into account the primary institutional mission of the National School of Clerks to provide initial and continuous training for court clerks in all areas necessary for the performance of their professional duties.

Both the School's permanent and external trainers qualify to act as reviewers, given the selection procedure through which they obtained their status as trainers, formally recognised by appointment of the Superior Council of Magistracy.

The status of reviewer is open to any professional in the field, by completing the online application form provided for this purpose, which is attached to the present procedure.

The designation of the pair of reviewers for each paper is made by the Editor-in-Chief or by one of the Deputy Editors-in-Chief.

Granting the status of reviewer to persons who are not trainers of the School shall be carried out by the Editorial Board, based on the data and information provided in the annexed form.

Scientific reviewers shall respect the confidentiality of manuscripts and shall not disclose any information about a manuscript to persons other than the author(s) and the Editorial Board. Any manuscript received for review must be treated as a confidential document.

Privileged information or ideas obtained through the review process must not be used for personal advantage. Reviews must be objective, well-reasoned, and written in professional language, avoiding ad hominem criticism.

Reviewers shall notify the Editor-in-Chief of any significant similarities with other known works, research ethics concerns, or potential conflicts of interest. The evaluation process shall take into account the Committee on Publication Ethics (COPE) Ethical Guidelines for Peer Reviewers.

Copyright and Publishing Agreement

The acceptance of the article by the editorial board is equivalent to the conclusion of the publishing contract.

Authors transfer to the journal, without territorial limitation and for the entire duration of legal protection, the economic rights of:

- (i) reproduction and distribution on printed and electronic media;
- (ii) adaptation and creation of derivative works for editorial purposes;
- (iii) reprinting of journal issues containing the work.

Moral rights remain with the authors, who will be properly cited.

Publication is carried out free of charge, without payment of any fee.

Submission of Manuscripts

Manuscripts intended for publication shall be submitted exclusively in electronic format to the following address: revistasng@grefieri.ro

Chapter III – Editorial Policies

Section 1 – Copyright Policy

All works, data, publications, graphic materials, software, and the results of editorial activities are protected by copyright legislation.

The content of the SCRIPTA MANENT journal, in its online version (<http://www.grefieri.ro:808>), is freely available to users.

SCRIPTA MANENT publishes articles under an open access regime, without charging fees to authors or readers. Authors retain their moral rights over their works, namely, the right to authorship, the right to the integrity of the work, and the right to be cited. However, by accepting publication, they transfer to the journal the economic rights of publication, reproduction, distribution, and public communication, both in print and electronic form, for the entire duration of legal protection.

The content of the journal is freely available online and may be consulted, downloaded, and used for personal, educational, or research purposes, provided that the source is fully cited (author, article title, SCRIPTA MANENT journal, issue, and year).

Full or partial reproduction of materials in other printed or electronic publications, as well as their adaptation or translation, is permitted only with the written consent of the editorial board. Commercial use is prohibited without the express consent of the journal.

Authors are responsible for obtaining all necessary permissions for reproducing copyrighted materials (images, tables, charts, texts) used in their articles.

Section 2 – Advertising and Communication Policy

The SCRIPTA MANENT journal bases its advertising and communication policy on the principles of transparency, responsibility, and respect for academic integrity. Any use of the journal's name, logo, published results, or institutional image for advertising or promotional purposes may be made only with the express approval of the editorial board and the editorial management.

Advertising accepted by the journal must be truthful, must not mislead the public, must not harm the journal's reputation, and must comply with the applicable legal and ethical standards. Any form of misleading, offensive, discriminatory advertising, or advertising that violates the

principles of professional and academic ethics is strictly prohibited.

Media and commercial collaborations may only be undertaken if they bring value to the scientific community and support the objectives of the journal. The nature of the collaboration must be transparently indicated, and the contributions of all parties involved must be properly acknowledged.

Public communication regarding the journal's activity, whether through mass media, social networks, or other promotional channels, must maintain an official, objective, and professional tone, avoiding biased or tendentious language.

In all forms of advertising and communication, the editorial board seeks to preserve editorial independence, ensuring a clear separation between scientific content and promotional materials. Any attempt to influence the editorial process through advertising or commercial means is strictly prohibited.

Section 3 – Ethical Publishing Policy

The journal promotes integrity, transparency, and accountability in research. Serious breaches include plagiarism, self-plagiarism, data fabrication or falsification, intentional manipulation, omission of contributors, fictitious citations, and undeclared conflicts of interest. Prevention is ensured through periodic staff training, the use of anti-plagiarism software, and transparent disclosure of funding sources.

Authors must obtain all necessary reproduction or copyright permissions for images, artworks, documents, or texts for which they do not hold rights. Rights holders must be informed that the materials will be posted online and made freely accessible.

Section 4 – Policy on the Use of Artificial Intelligence

Artificial Intelligence may be used as an auxiliary tool (for research, drafting, proofreading, stylistic refinement, audience analysis, or visual content creation). The final content must always be reviewed and approved by a human editor. Explicit mention of AI use in the preparation of materials is mandatory. AI must not be used to reproduce protected works without consent or to generate manipulative or misleading content. All legislation on the protection of personal data must be fully respected.

Chapter IV – Integrity and Good Research Practices

Rights and Responsibilities of Authors

Authors guarantee the originality of their article and the correct citation of sources and bear full responsibility for any infringement of copyright legislation. Redundant publication (in the same language) of articles already published or under review in other journals is not prohibited but may result in the rejection of the manuscript or the withdrawal of the published article.

Authors must promptly notify the editorial board if they identify significant errors or inaccuracies after publication and must cooperate in making corrections or retractions, as appropriate.

The order of authors reflects the contribution to the article; only substantial contributions justify authorship. Indirect or marginal contributions may be acknowledged in an “Acknowledgments” section.

Rights and Responsibilities of Editors

The Editor-in-Chief and the Deputy Editors-in-Chief hold the final responsibility for publication, taking into account the reviewers’ evaluations and compliance with ethical standards and copyright legislation. The evaluation process is conducted exclusively on scientific criteria, without discrimination based on the author’s personal characteristics, such as race, gender, religious beliefs, ethnic origin, citizenship, or political orientation.

The Editor-in-Chief may consult the members of the Editorial Board and the scientific reviewers when making publication decisions.

Considering that SCRIPTA MANENT welcomes submissions from foreign authors and acknowledges that regulations concerning research ethics may vary from one country to another, editors may request authors to provide clarifications regarding compliance with research ethics standards, including, where appropriate, information from the competent institutions in the authors’ country of origin or from relevant international organizations.

Chapter V – Substantive and Formal Requirements for Manuscripts

Substantive Requirements

Materials must be the result of rigorous research, demonstrate usefulness and relevance in the field, and employ a precise, clear, and formal language appropriate to the scientific nature of the journal. Where relevant, authors are encouraged to include analyses of judicial practice and engage in critical dialogue with existing legal scholarship.

Formal Requirements

Manuscripts must be written entirely in Romanian and include an abstract and approximately 20 keywords. Where possible, authors should also provide translations of the title, abstract, and keywords into English or French; otherwise, the translation will be carried out by the staff of the National School of Clerks (SNG).

Citation Rules and Footnotes

Bibliographic sources should generally be cited in footnotes, indicating: the author's surname and initial(s) of the first name (all authors, if multiple), the title of the work, edition, publisher, year and place of publication, and page number. Writing must comply with the rules of the Romanian language, including the correct use of diacritics.

Formatting Recommendations

- File format: .doc or .docx
- Main text font: Times New Roman 12, line spacing 1.5
- Footnotes: Times New Roman 10, line spacing 1
- Title: Times New Roman 14; bold; line spacing 1.5
- Abstract and keywords: Times New Roman 12; italic; line spacing 1.5
- Page margins: top 2 cm; bottom 2 cm; left 2 cm; right 2 cm
- Alignment: Justified; paragraph indent: 1 cm
- Page numbering: mandatory

Recommended Abbreviations

alin. – paragraph;

art. – article;

CA – Court of Appeal;
CCR – Constitutional Court of Romania;
C.civ. – Civil Code;
C.pen. – Criminal Code;
CEDO – European Convention on Human Rights;
CtEDO – European Court of Human Rights;
CJUE – Court of Justice of the European Union;
C.pr.civ. – Code of Civil Procedure;
C.pr.pen. – Code of Criminal Procedure;
dec.civ./pen. – civil/criminal decision;
Ed. – Publisher; ed. – edition; etc.;
HG – Government Decision;
hot. – judgment/decision;
ibidem – in the same place;
ICCJ – High Court of Cassation and Justice;
idem – same author;
infra – below;
Jud. – District Court;
lit. – letter;
M.Of. – Official Gazette of Romania;
nr. – number;
n.n. – our note;
OG – Government Ordinance;
OUG – Emergency Government Ordinance;
op. cit. – work cited;
pag. – page/pages;
parag. – paragraph;
pct. – point/points;
sent.civ./pen. – civil/criminal judgment;
supra – above;
ș.a. – and others;

Trib. – Tribunal;
urm. – following;
vol. – volume.

- Chapter VI – Duties of the Editorial Board

- Drafts and sends invitations for publication;
- Receives articles submitted for publication and ensures their review in accordance with the blind peer review procedure;
- Decides on the publication of articles in the journal after verifying compliance with the conditions set out in these regulations;
- Ensures the publication of the journal;
- Ensures the indexing of the journal in international databases;
- Carries out any other duties related to the journal.

Chapter VII – Final Provisions

Publication in the SCRIPTA MANENT journal is free of charge, with no payment or honorarium granted.

All published articles are available online, free of charge, on the journal's website.

The journal is published biannually.

These regulations enter into force upon approval by the journal's management and are binding on all participants in the editorial process.

After approval, these regulations shall be published immediately on the National School of Clerks (SNG) website, under the journal's section

ANNEX I

Reviewer Application Form – Scripta Manent Journal

Personal data

Name and Surname:

Scientific Title / Academic Position:

Affiliation institution:

Address:

Telephone:

E-mail:

Fields of Expertise

(Select or fill in the areas in which you are able to review materials)

- | | |
|--|---|
| ☐ Civil Law | ☐ Commercial Law |
| ☐ Procedural Civil Law | ☐ Human Rights |
| ☐ Criminal Law | ☐ Civil Enforcement |
| ☐ Procedural Criminal Law | ☐ Criminal Enforcement |
| ☐ Administrativ Law | ☐ Judicial Cooperation in Civil Matters |
| ☐ Family Law | ☐ Judicial Cooperation in Criminal Matters |
| ☐ Labor Law | ☐ Constitutional Law |
| ☐ Dreptul insolvenței | ☐ Deontology |
| ☐ Other domains:..... | |

Declaration of Availability

☐ I confirm my availability to review scientific articles submitted for publication in the *Scripta Manent journal*, in compliance with the review deadline set by the editorial board.

☐ I undertake to maintain the confidentiality of the manuscripts and to provide an objective, well-reasoned, and constructive evaluation.

Signature

Place and date:

Signature: