

AUTHOR GUIDE

AJEE is an Open Access Journal which supports online submission and a double-blind peer review system. These are the requirements to be followed by the authors while submitting, reviewing, editing and other actions within publishing process.

The best practice of international publishing community was used for these requirements of Elsevier <https://www.elsevier.com/reviewers/how-to-review> and the Committee on Publication Ethics (COPE) <https://publicationethics.org/resources/guidelines-new/principles-transparency-and-best-practice-scholarly-publishing> and <https://publicationethics.org/files/u7141/1999pdf13.pdf>

We support the recommendations of the European Association of Science Editors (EASE), in particular, most useful tools you may find here <https://ease.org.uk/publications/author-guidelines-authors-and-translators/> <https://ease.org.uk/publications/ease-toolkit-authors/>

The **stages of AJEE publishing process** are the following:

1) preparing the manuscript according to the *AJEE Authors Guide* and submitting it online in the AJEE web site <http://ajee-journal.com/submissions> or directly via e-mail editor@ajee-journal.com;

2) at this stage one of the following decisions are possible:

- the editor accepts the submission and directs it to the reviewers with the **submission confirmation letter** serving to the author;

- the editor rejects the manuscript due to the grounds, listed below, with the **rejection of the submission letter**. After revising the manuscript the author may submit it again with the improvements according to the technical article's requirements. In this case the final decision is made by the editor after checking the improved manuscript;

3) the reviewing of the manuscript according to the following steps:

- choosing the candidates of reviewers, regarding two important points – their field of competence and the absence of conflict (s) of interest;

- preparing the reviews according to the Reviewers Guide with the **review notification** about one of the following conclusions: (1) accept an article; (2) revise and improve the article according to the recommendations or (3) reject an article;

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- at this stage, in case of positive reviews, we kindly ask all our author(s) to confirm their strong support and execute PEMS AJEE, which is reflected in Transfer of the Author's Rights Agreement, to sign and to send it back to Editorial team;

4) publication of an article after acceptance by two reviewers and the decision of the Editorial Board.

Author(s)

For successful **communication with the AJEE**, provide us your institutional email or ORCID ID (Publons or Mendelay profiles or similar). Otherwise, we reserve the right to refrain from any communication.

The ORCID ID should consist of the public available information about author's affiliation, main publications and other useful information. If there is no any information available in author's ORCID ID, we refrain from communication.

Registration of authors is strictly recommended and each of the authors should create their online cabinet on *AJEE* web-site for comfortable communication. The authors are eligible to submit their manuscripts via online personal cabinets or directly via e-mail editor@ajee-journal.com While submitting the authors should act strictly according to AJEE requirements, the Authors Guide, AJEE Publication Ethics and Malpractice Statement (PEMS AJEE) and AJEE Ethical and Legal Conditions (ELC AJEE).

All authors have significantly contributed to the particular research, submitted for publication and should confirm their responsibility for a whole manuscript or a particular section of the study.

List of authors should include all persons who contributed substantially to study planning, data collection or interpretation of results and wrote or critically revised the manuscript and approved its final version and agree to be accountable for all aspects of the work (Ufnalska, 2020, EASE Guidelines). Each person who meets the first criterion should be allowed to participate in the drafting and approval of the final version ([ICMJE 2017](#) Ufnalska, 2020, EASE Guidelines). The authors listed first should be those who did most and the name order of authors should be determined before submission of the manuscript, because any changes made after submission should be approved by all authors and explained to the journal editor ([Battisti et al. 2015](#), see [COPE flowcharts](#) Ufnalska, 2020, EASE Guidelines).

The **multi authorship** is a crucial part of academic publishing. We support and highly recommend the CRediT – Contributor Roles Taxonomy representing the roles typically played by contributors to manuscripts and highly recommend it to our authors. Please, find

more information here <https://casrai.org/credit/> Authors should define each contribution according to the following recommendations.

Publishing Process

After submitting the manuscript the editor should check it and make one of the decisions: accepting the submission and sending the **submission confirmation letter** to the author; or rejecting the manuscript due to the following grounds with the **rejection of submission letter** for an author:

- 1) incomplete requirements concerning the size of the manuscript, its structure or using inappropriate methods of footnotes and references arrangement, as well as other technical requirements of *the Authors Guide*;
- 2) the topic of the manuscript is not in line with the scope of AJEE;
- 3) the author has not acted in accordance with PEMS AJEE and/or ELC AJEE, particularly, sending the manuscript directly to the editor;
- 4) poor English language quality which makes the content unclear for comprehension.

The author(s) are obliged to provide retractions or corrections of mistakes upon request of reviewers or editors.

After submission the author will receive one of the letters on behalf of the Editorial Board and the Editor-in-Chief – with acceptance or rejecting of the submission with all motivated grounds.

Reviewing of the manuscript is provided according to *the Reviewers Guide*. The main rule of the double-blind review is the following: authors and reviewers do not know each other and deal with the support of editors in conformity with AJEE requirements.

Our authors are obliged to participate in double blind peer review process in line with well-known practices and our requirements, please, see more in AJEE Authors Guide and AJEE Reviewers Guide on page <http://ajee-journal.com/submissions>

After acceptance by two reviewers the publication stage includes the final editing of PDF article by an author with possible minor corrections. The determinative conclusion of the next AJEE issue is made by the Editorial Board and the Editor in Chief.

Pay attention, please, that publishing the same papers in more than one journal is strictly forbidden. To avoid this, we strongly recommend author(s) to refrain from multiple, duplicate and/or concurrent publications or parallel or simultaneous submissions, see more also PEMS AJEE and ELC AJEE.

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About our **publishing model and charges policy**, please, see more on page <http://ajee-journal.com/ajee-charges-policy> .

Acknowledgements

Author(s) should mention all persons who contributed substantially to the study but cannot be regarded as co-authors, and acknowledge all sources of funding (Ufnalska, 2020, EASE Guidelines), for instance, using the following phrases:

'This work was prepared within the project performing [grant number xxxx]'.

If relevant, disclose to the editors any other conflicts of interest, e.g. financial or personal links with the manufacturer or with an organization that has an interest in the submitted manuscript ([Goozner et al. 2009](#), Ufnalska, 2020, EASE Guidelines). If you were helped by a language professional (e.g. author's editor or translator), a statistician, data collectors, etc., you should acknowledge their assistance for the sake of transparency ([ICMJE 2017](#), [Battisti et al. 2015](#) Ufnalska, 2020, EASE Guidelines). It must be clear that they are not responsible for the final version of the article. You need to ensure you have the consent of all the people named in this section. (Ufnalska, 2020, EASE Guidelines)

PAY ATTENTION!

The title, authors' name(s), abstract and keywords of each article, accepted to publishing should be available in Ukrainian language. In case, Ukrainian language is not native language of the authors, the editorial office will help with the translation and editing of these parts into Ukrainian.

Manuscript Requirements

The requirements to the text:

- the English language;
- the size and the structure;
- the footnotes and references arrangement.

An author should submit a manuscript in English and follow the main recommendation of usage the terms. Accuracy of a manuscript is crucially important for a successful publication. If an author is not a native English writer, then the editor may request to clarify terminology or part of a manuscript unclear for understanding.

Please, be aware that the size of a manuscript depends on the number of authors (not more than 3 persons) and a topic which is discussed. Abide the recommendation to write 10-20 thousand words in the whole text of a manuscript. The format of the file is Word or PDF.

The manuscript should consist of the following:

- title and name of the author, his/her position and affiliation;
- summary, abstract (150-200 words) and key words (6-7);
- main body, including such parts as the research methodology, the complete arguments and author's conclusions;
- references, according to the requirements.

By default, all the translations in an article made by the author who is responsible for its content.

We recommend that the authors use abbreviations only after referring to the complete title (hereinafter ...).

This law provides for the establishment of a new body – *Vyscha Rada Pravosuddia* (High Council of Justice, hereinafter HCJ), instead of the Supreme Council of Justice (*Vyscha Rada Yustytsyi*)

We recommend to use dates in continental style: 27 May 2018.

Abstract is a crucial part of the article, therefore, it should briefly explain why you conducted the study (BACKGROUND), what question(s) you aimed to answer (OBJECTIVES), how you performed the study (METHODS), what you found (RESULTS: major data, relationships), and your interpretation and main consequences of your findings (CONCLUSIONS) (Ufnalska, 2020, EASE Guidelines).

Please, follow this example:

**SMALL CLAIMS AND PROCEDURAL SIMPLIFICATION:
EVIDENCE FROM SELECTED EU LEGAL SYSTEMS**

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Professor at the Private Law Department,
University of Pavia, Italy
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Summary: – 1. Introduction. – 2. France: Simplified Procedures for the Recovery of Small Credits. – 3. Spain: *Juicio Verbal* and *Monitorio Notarial*. – 4. Italy: the Justices of the Peace. – 5. Concluding Remarks.

Abstract *Most legal systems have a long-standing tradition of simplified procedures for the disposition of small claims. Obviously, the elements that qualify a claim as ‘small’ vary: the most significant one, meaning the amount of money at stake, reflects the economic situation of a given country. In any event, and regardless of the maximum sum that can be recovered, small claims are the claims that are most important to ordinary citizens. For if people had to turn to full-fledged litigation, probably many would relinquish their rights, being unable to bear the costs and the delays of a traditional judicial procedure. That is the reason why legal systems should provide inexpensive and expedited procedures for small claims if they really want to fulfill the promise of access to justice for all.*

This essay examines the solutions adopted in France and Spain, pointing out that the use of easily available forms can make a big difference, as can also the accessibility of IT platforms specifically designed for the recovery of small claims. The state of affairs in Italy for simplified procedures for small claims is also addressed through a description of the jurisdiction of the Italian justices of the peace.

Keywords: *small claims, simplified procedure, access to justice, forms, IT platforms*

1 INTRODUCTION

1.1 *The background of the reforms*

1.1.1 *The main grounds*

Please, abide to the recommendation concerning the usage of no more than three levels of headings.

References:

1. Radoclaw F, *Zasada dyspozycyjności w procesie cywilnym* (Walters Kluwer 2016) 607 – 612.
2. Silvestry E, 'Goals of Civil Justice When Nothing Works: The Case of Italy' in A Uzelac (ed), *Goals of Civil Justice and Civil Procedure in Contemporary Judicial Systems, Ius Gentium: Comparative Perspectives on Law and Justice* (Springer International Publishing 2014).
3. Voet S, 'Relief in Small and Simple Matters in Belgium' 2015 (4) *Erasmus Law Review* 147-158:147.

Van Rhee (5) 5.

²ibid, 25.

The author(s) should provide a list of references in accordance with the Journal requirements. We use OSCOLA style guide for legal citation, please, see more here https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_2006_citing_international_law.pdf and https://en.wikipedia.org/wiki/Oxford_Standard_for_Citation_of_Legal_Authorities .

AJEE Quick Reference Guide

General Rules

OSCOLA is a footnote style: all citations appear in footnotes. OSCOLA **does not** use endnotes or in-text citations, such as '(Brown, 2007)'.

Indicate footnotes with a superscript number which should appear after the relevant punctuation in the text (if any). Put the footnote marker at the end of a sentence, unless for the sake of clarity it is necessary to put it directly after the word or phrase to which it relates. If the word or phrase to which the footnote marker relates is in brackets, put the marker before the closing bracket. Indicate the date, when necessary, in the format 'date month year', e.g. 12 May 2021.

It is well represented in the case law, perhaps most notably in the expression of the no-conflict rule advocated by Lord Upjohn in *Phipps v Boardman*,³¹ and in the earlier Court of Appeal decision (for example, in *Boulting v Association of Cinematograph, Television and Allied Technicians*³²).

Punctuation

Close footnotes with a full stop (or question or exclamation mark). Where more than one citation is given in a single footnote reference, separate them with semicolons.

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Punctuation format: 'Text Text Text Text Text Text'. Text text text (information).

Incorporate quotations of up to three lines into the text, within **single quotation marks**.

The Chief Justice explained that this power 'is not limited to defence against aggression from a foreign nation'.³¹

Quotations within short quotations take double quotation marks.

Punctuation follows the closing quotation mark, unless it is an essential part of the quotation, or unless the whole sentence is a quotation. The footnote marker comes last, after both the closing quotation mark and the punctuation.

Andrew Ashworth, 'Social Control and "Anti-Social Behaviour": The Subversion of Human Rights' (2004) 120 LQR 263, 276.

Present quotations longer than three lines in an indented paragraph, with no further indentation of the first line. Do not use quotation marks, except for single quotation marks around quotations within quotations. Leave a line space either side of the indented quotation.

Particular importance for the theory and practice of civil procedure has para. 1 of Art. 6 of the ECHR, which states:

in the determination of his civil rights and obligations or of any criminal charge against him, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law. Judgment shall be pronounced publicly but the press and public may be excluded from all or part of the trial in the interests of morals, public order or national security in a democratic society, where the interests of juveniles or the protection of the private life of the parties so require, or to the extent strictly necessary in the opinion of the court in special circumstances where publicity would prejudice the interests of justice.

Subsequent citation

In a subsequent citation of a source, briefly identify the source and provide a cross-citation in brackets to the footnote in which the full citation can be found. If the subsequent citation is in the footnote immediately following the full citation, you can generally use 'ibid' instead.

Burmych v Ukraine (n 9) para 128.

ibid, para 155.

Shortenings

A list of preferred shortenings in the text of an article includes:

Article - Art.

Paragraph - para.

Number - No.

European Court of Human Rights - ECtHR

European Convention on Human Rights - ECHR

Civil Procedural Code of Ukraine - CPC

Criminal Procedure Code of Ukraine - CrPC

Code of Administrative Procedure of Ukraine - CAP

Doctor of Philosophy of Law - Ph.D. (Law)

Doctor of Science of Law - Dr.Sc. (Law)

Associated Professor - Assoc. Prof.

FOOTNOTES

Ukrainian Legislation

Declaration of State Sovereignty of Ukraine [1990] Vidomosti of the Verkhovna Rada 31/429

Resolution of the Verkhovna Rada of the Ukrainian SSR 'On the Proclamation of Independence of Ukraine' [1991] Vidomosti of the Verkhovna Rada 38/502

Decree of the President of Ukraine No 615/98 of 11 June 1998 'On Approval of the Strategy of Ukraine's Integration into the European Union' [1998] Official Gazette of Ukraine 24/870

Law of Ukraine 'On Arbitration Courts' [2004] Vidomosti of the Verkhovna Rada 35/412
<<https://zakon.rada.gov.ua/laws/show/1701-15#Text>> accessed 21 August 2020.

if the link to the official government portal is given:

Law of Ukraine 'On Amendments to Certain Legislative Acts of Ukraine Aimed at Providing Additional Social and Economic Guarantees in Connection with the Spread of Coronavirus Disease (COVID-19)' (2020) <<https://zakon.rada.gov.ua/laws/show/540-IX#Text>> accessed 22 July 2020.

Code Civil Procedural Code of Ukraine (as amended of 03 October 2017) Chapters 123-288 <<https://zakon.rada.gov.ua/laws/show/1502-06/ed19960202#Text>> accessed 18 January 2021

International Legislation

Association Agreement between the European Union and its Member States, of the one part, and Ukraine, of the other part [2014] OJ L161/5.

Partnership and Cooperation Agreement between the European Communities and their Member States, and Ukraine [1994] OJ L49/3

Council Regulation (EC) 1984/2003 of 8 April 2003 introducing a system for the statistical monitoring of trade in bluefin tuna, swordfish and big eye tuna within the Community [2003] OJ L295/1

Council of Europe, *European Convention for the Protection of Human Rights and Fundamental Freedoms* [1950] ETS 5.

European Commission for Democracy through Law, 'Opinion on Draft Law of Ukraine "Judicial System"' CDL (2001) 46
<[http://www.venice.coe.int/webforms/documents/default.aspx?pdf=CDL\(2001\)055-e&lang=RU#](http://www.venice.coe.int/webforms/documents/default.aspx?pdf=CDL(2001)055-e&lang=RU#)> accessed 23 December 2020.

The Code of Criminal Procedure of Italy № 477 'Codici di procedura penale' of 22 September 1988 (as amended of 25 June 2020) <<https://www.brocardi.it/codice-di-procedura-penale/libro-nono/titolo-iii/capo-iii/art618.html>> accessed 23 December 2020.

European Court of Justice

Case 240/83 *Procureur de la République v ADBHU* [1985] ECR 531

Joined Cases C-430 and 431/93 *Jereon van Schijndel v Stichting Pensioenfonds voor Fysiotherapeuten* [1995] ECR I-4705

European Court of Human Rights

(please note: the link to HUDOC is necessary):

Balasz v Hungary App no [15529/12](https://hudoc.echr.coe.int/fre/#%22itemid%22:%22001-158033%22) (ECtHR, 14 March 2016)
<<https://hudoc.echr.coe.int/fre/#%22itemid%22:%22001-158033%22>> accessed 14 March 2021.

National Courts

Case No 279/2481/16-ц [2018] Supreme Court of Ukraine
<<http://www.reyestr.court.gov.ua/Review/72561130>> accessed 22 July 2020.

Or

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Case No 265/6582/16-ц (Supreme Court of Ukraine, 04 September 2019).

Case III KO 154/18 [2019] Polish Supreme Court.

Books

OV Streltsova, *Constitutionalization of the process of association of Ukraine with the European Union: theory and practice* (Alerta 2017).

A Uzelac, CH Van Rhee (eds), *Transformation of Civil Justice: Unity and Diversity* (Springer 2018).

Contribution to edited books

J Pila, 'The Value of Authorship in the Digital Environment' in WH Dutton and PW Jeffreys (eds), *World Wide Research: Reshaping the Sciences and Humanities in the Century of Information* (MIT Press 2010)

Articles

P Craig, 'Theory, "Pure Theory" and Values in Public Law' [2005] PL 440

A L Young, 'In Defence of Due Deference' (2009) 72 MLR 554

M Kuijer, 'The Right to a Fair Trial and the Council of Europe's Efforts to Ensure Effective Remedies on a Domestic Level for Excessively Lengthy Proceedings' (2013) 13(14) Human Rights Law Review 777.

M Magrelo, 'An autonomous concept of "court" as the basis of the institution of a fair court' (2013) 2 (27) Visnyk Akademii Advokatury Ukrainy 70, 77.

Thesis

IV Iurevych, 'The principles of unity of the judiciary' (PhD (Law) thesis, Yaroslav Mudryi Ukrainian National Academy of Law 2012).

J Herberg, 'Injunctive Relief for Wrongful Termination of Employment' (DPhil thesis, University of Oxford 1989)

Websites

'The level of confidence of Ukrainians in banks last year fell almost three times' (*Mind.ua*, 7 June 2018) <<https://mind.ua/news/20185603-riven-doviri-ukrayinciv-do-bankiv-minulogo-roku-vpav-majzhe-vtrichi>> accessed 18 September 2020.

'Review of Data on the State of Justice in 2018' (*Sudova Vlada*, 2018) <https://court.gov.ua/userfiles/media/media/oql_2018.pdf> accessed 18 September 2020.

O Zaruba, O Butenko, Ye Shpytko, R Kornyliuk, 'Rating of banks: the state of financial institutions in the first quarter of 2018' (*Mind.ua*, 16 May 2018)

<<https://mind.ua/publications/20184781-rejting-bankiv-yak-pochuvalisya-finustanovi-v-i-kvartali-2018-roku>> accessed 18 September 2020.

Each article should be followed by a list of references compiled according to the following rules:

1. Please include references only to articles, books with ISBN, thesis, reports etc. Do not include references to websites, court decisions and legislation - they should appear only in footnotes.
2. In references, unlike footnotes, the first name of the author is given **after** the second name.
e.g. Uzelac A, Van Rhee CH (eds), *Transformation of Civil Justice: Unity and Diversity* (Springer 2018).
3. References should be organised in an alphabetical order.

For any questions related to publication process please contact the editors editor@ajee-journal.com or info@ajee-journal.com.