

CAUCASUS UNIVERSITY

# Caucasus Law Journal

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## AUTHOR GUIDELINES

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## **[A] About the Journal**

[1] Caucasus Law Journal is the scientific journal of the School of Law of Caucasus University. It is an international refereed and peer-reviewed periodical published by Caucasus University LLC.

[2] The Journal is published twice a year in English. A special supplementary issue may be prepared and published by decision of the Editorial Board, taking into account the aims and needs of the Journal.

[3] Publication of articles is free of charge.

[4] Publication includes both print and electronic publication, with all proprietary and non-proprietary copyright rights duly protected.

[5] Electronic editions are openly accessible. Without registration and free of charge, readers may access, download and reproduce copies of Journal materials, distribute them by lawful means, and duly cite them for academic purposes, subject to copyright requirements.

[6] These Regulations are proactively published on the official website of the Journal: <https://cu.edu.ge/schoolss/school-of-law>

## **[B] Aims Scope and Types of Contributions**

[1] The Journal publishes practical, scholarly and comparative legal research and promotes the further development of academic discussion.

[2] The objective of the Journal is to attain a high level of academic standing and reputation internationally and to establish itself among internationally recognised scholarly journals.

[3] The Journal promotes the integration of Georgian law into the European and international legal environment and contributes to the establishment of an international academic platform. It also seeks to identify relevant areas of research and attract experts in the respective fields, including authors and reviewers.

[4] The Journal may publish academic reviews, scholarly articles, analyses of legal practice, and translations of scholarly publications originally published in foreign languages.

[5] A manuscript must demonstrate scholarly novelty and address current issues of law.

## **[C] Author Eligibility and Submission**

[1] A manuscript may be submitted individually or jointly by two or more co-authors.

[2] Eligible contributors include academic and invited staff of Caucasus University; academic staff of higher education institutions in Georgia and of foreign universities and research centers; independent researchers; doctoral students; and legal practitioners.

[3] Manuscripts are selected through an open call for papers or by special invitation extended by a member of the editorial body.

[4] The call for papers is announced through publication of relevant information on the University's website and social media platforms.

[5] Each stage of the selection process, the applicable deadlines, and the procedures for conducting the process are determined by the Journal's editorial body and monitored by the Editor-in-Chief.

[6] The completed Author Application Form and manuscript must be submitted through the Journal's Open Journal Systems (OJS) platform, accessible via the Journal's official website. If submission through the platform is prevented by a technical issue, the author may submit both documents by email to [csjournal@cu.edu.ge](mailto:csjournal@cu.edu.ge)

## **[D] Manuscript Format**

[1] The manuscript shall be submitted in MS Word format and prepared using Times New Roman font. As a general rule, the manuscript shall not exceed 20 pages. The font size shall be 11 pt and line spacing 1.0. The upper and lower margins shall be 2.5 cm, and the left and right margins shall also be 2.5 cm.

[2] Footnotes shall be prepared using Sylfaen font, size 10 pt.

[3] The bibliography shall use font size 12 pt and line spacing 1.0, with spacing of 6–12 pt between paragraphs.

## **[E] Required Components of the Manuscript**

[1] Author information: first name and surname, academic degree where applicable, and position. The application must also specify the author's full postal address, country and email address.

[2] Title: presented in bold type.

[3] Abstract: a concise summary of the article comprising 150–300 words.

- [4] Keywords: 4–6 words that most accurately reflect the manuscript.
- [5] Introduction: including the relevance and significance of the subject matter.
- [6] Main text.
- [7] Conclusion: including findings, possible recommendations and future perspectives.

## **[F] Content Academic Integrity and Personal Data**

- [1] A manuscript must not contain discriminatory content, hate speech, unethical assessments, insulting statements or personal criticism.
- [2] The content must comply with requirements for the protection of third parties' personal data.
- [3] Plagiarism is prohibited. The author must accurately and correctly cite the sources of all information contained in the manuscript.
- [4] The main text should include only information or analysis directly related to the manuscript title or necessary to achieve its stated purpose. Additional information may be provided in footnotes.

## **[G] Abbreviations Quotations and Main Text Style**

- [1] Commonly accepted and widely used acronyms are recommended. A less familiar abbreviation may be used where appropriate. At first use, place the acronym in parentheses after the full name of the term or institution.
- [2] When citing a normative act, provide its full title, adoption date, number where applicable, and the source of official publication or availability. For an electronic source, identify the relevant official or otherwise reliable electronic resource.
- [3] In the text, present surnames together with first names or initials where necessary, and Latin terminology, in italics. Explain foreign terms and expressions in a footnote unless the manuscript directly examines the origin of the relevant term.
- [4] Place quotations within quotation marks and provide the corresponding footnote. When citing a paraphrase or individual idea, use the appropriate equivalent of “see” or “compare”. Use “compare” when referring to a differing position.
- [5] At the end of quoted text, punctuation marks - including a full stop, colon, semicolon, question mark and exclamation mark - are placed before the closing quotation mark when they conclude the sentence, and after the quotation mark, depending on context, when the quotation concerns only an individual word or phrase.
- [6] Where a quotation mark, punctuation mark and footnote marker occur together after a word, use this sequence: quotation mark; punctuation mark; footnote marker, unless the footnote refers specifically to a term within the quotation. At the end of a quoted sentence, use: punctuation mark; quotation mark; footnote marker.
- [7] Do not place two quotation marks consecutively. Different applicable conventions may be used for parentheses.

## **[H] Citation Standards**

All citations, footnotes and bibliography entries must comply with the following rules.

### **Books**

- [1] Entire book: author surname and initial(s); full title without quotation marks; part, section or volume where applicable; place of publication; publisher; year; total number of pages.

*Example: Dixon M., International Law, Oxford University Press, 2019, 255.*

- [2] Specific pages from a book: author surname and initial(s); full title without quotation marks; part, section or volume where applicable; place of publication; publisher; year; first and last page cited, without “p.” or “pp.”

*Example: Johns L., Politics and International Law: Making, Breaking, and Upholding Global Rules, Cambridge University Press, 2023, 55–71; Turava P., General Administrative Law, 2nd ed., Lawyers' World Publishing, 2020, 14.*

### **Articles in Edited Collections**

- [3] Provide the author surname and initial(s); full article title without quotation marks; collection title without quotation marks; editor; part, section or volume where applicable; place of publication; year; and relevant page range without “p.” or “pp.”

*Example: Todua N., Some Aspects of the Liberalization of Criminal Legislation, Mzia Lekveishvili 85: Jubilee Collection, Ivanidze M. (ed.), Lawyers' World Publishing, Tbilisi, 2014, 72–87.*

*Example: Burduli I., Charter Capital and Its Functions, in: Theoretical and Practical Issues of Modern Corporate Law, Elizbarashvili N. (ed.), Tbilisi, 2009, 236.*

*Example: Zoidze B., Formalism in Georgian Law (Primarily the Constitutional Court Practice), 2025, 60.*

### Journal and Newspaper Articles

[4] Provide the author surname and initial(s); full article title without quotation marks; full or abbreviated journal or newspaper title without quotation marks; year; volume; issue number where applicable; and first and last page without “p.” or “pp.”

*Example: Bassiouni M.Ch., A Draft International Criminal Code and Draft Statute for an International Criminal Court, Connecticut Insurance Law Journal Association at the University of Connecticut School of Law, 2019, 5, 8, 315–373.*

*Example: Zoidze B., Legal Security: Concept and Forms of Expression (Primarily an Analysis of Decisions of the Constitutional Court of Georgia), Public Law Journal, No. 1/2024, 5–77.*

*Example: Korkelia K., Legislation and Practice Governing Liability for Deprivation of Life in Georgia and Their Compatibility with European Human Rights Standards, Justice and Law, 2025, 50.*

### Internet Materials and Global Information Network

[5] For material obtained via the Internet, include the relevant web page and the date of its most recent update. For an article, indicate the author’s surname, article title, web page and date. Place the electronic address in angle brackets and the most recent update date in square brackets.

[6] For an online article, indicate the author’s surname and initial(s), full title without quotation marks, website name and date of last access. Place the web address in angle brackets and the access date in square brackets. Do not place a comma between them.

*Example: Crawford J., The ILC’s Draft Statute for an International Criminal Tribunal* [\[https://www.cambridge.org/core/journals/american-journal-of-international-law/article/ilcs-draft-statute-for-an-international-criminal-tribunal/ED43650C2A7FBD3F88524F4562BD6AAC\]](https://www.cambridge.org/core/journals/american-journal-of-international-law/article/ilcs-draft-statute-for-an-international-criminal-tribunal/ED43650C2A7FBD3F88524F4562BD6AAC) [24.02.2026].

### Judicial Decisions

[7] For decisions of international courts and courts of other countries, use the official citation standard established by the relevant court or competent authority. Where no official standard exists, provide sufficient information to identify and locate the decision.

[8] For national court decisions, observe the official national citation style. Where no uniform national approach exists, apply a consistent approach throughout the manuscript and distinguish whether the decision is published, accessible through an official electronic source, or available only in a court archive.

*Example: Decision of the Administrative Chamber of the Supreme Court of Georgia of 8 April 2020 in Case No. BS-1163 (K-18).*

*Example: Order and Writ of Execution of the Civil Chamber of Tbilisi City Court of 25 March 2019, No. 2/5856-19.*

### International Organisations Treaties and Translated Sources

[9] Cite documents of international organisations in the style officially used by the relevant organisation, as indicated on its official website.

[10] Cite conventions and international treaties in the prescribed form.

*Example: 1985 Vienna Convention for the Protection of the Ozone Layer, International Legal Materials, 1985, 1520.*

[11] For a translated source, provide the author surname and initial(s); full title without quotation marks; part, section or volume where applicable; translator surname and initial(s), followed by status in parentheses; editor surname and initial(s), where applicable, followed by “ed.” in parentheses; place of publication; publisher; year; and total pages.

*Example: Kropholler J., German Civil Code, Darjania T., Chechelashvili Z. (translators), Chachanidze E., Darjania T., Totladze L. (eds.), 13th ed., Lawyers’ World Publishing, 2014, 530.*

[12] Provide all bibliographic elements relating to foreign-language sources in the original language or in the language in which the author consulted the source, indicating the relevant official translation where applicable.

## [I] Bibliography

[1] Number bibliography pages consecutively together with the main text. Use line spacing 1.0, spacing of 6–12 pt between paragraphs, and font size 12 pt.

[2] Present the bibliography in a unified and consolidated form. Where necessary, group sources by type, including normative materials, court decisions, international documents, scholarly literature, electronic resources and other sources. Within each category, arrange sources according to the applicable citation standard.

[3] If the same source is cited several times with different pages, list the source only once in the bibliography together with all pages referred to in the manuscript.

[4] A manuscript submitted in breach of the Regulations and applicable citation rules will not be considered for publication and will not proceed to plagiarism screening or peer review.

### **[J] Initial Editorial Screening**

[1] Following submission, the Editor-in-Chief assesses compliance with formal admissibility requirements, citation standards, editorial policy, aims and thematic scope.

[2] If a manuscript contains technical deficiencies or does not comply with the required standards, the author will be notified and given a reasonable period, not exceeding 7 calendar days, to remedy them.

### **[K] Plagiarism Screening and Peer Review**

[1] Turnitin is used as an auxiliary tool. Compliance with academic integrity is determined through substantive analysis of the manuscript.

[2] An admissible manuscript is anonymised and sent to at least two reviewers, who review it within 10 calendar days. Reviewer and author anonymity is preserved throughout and after the review process, including when reports or related materials are disclosed or distributed.

[3] The Journal applies Double-Blind Peer Review. One or more additional reviewers may be appointed where necessary, including for interdisciplinary manuscripts.

[4] A reviewer is selected on the basis of subject-matter expertise and may possess relevant practical and/or research experience or qualifications in the field to which the manuscript relates. For an interdisciplinary manuscript, reviewers with expertise in the relevant different fields may be selected.

[5] Where a reviewer cannot assess the manuscript within the prescribed period or lacks appropriate subject-matter expertise, the reviewer must notify the Editor-in-Chief in writing within a reasonable period.

[6] Reviewers are guided by the established manuscript assessment criteria and submit a written assessment report to the Editor-in-Chief using the Blind Peer Review Report Form in Annex No. 1, so that the author may subsequently be informed of any deficiencies requiring correction.

[7] For an effective peer-review process, a reviewer may seek specific guidance from the Editor-in-Chief. Such consultation is not regarded as a violation of reviewer independence or impartiality.

[8] Reviewers may recommend: publication following minor technical and substantive editing; substantial revision prior to publication; or rejection as unsuitable for publication.

[9] A recommendation to remedy deficiencies must be accompanied by relevant comments and explanations. The Editor-in-Chief communicates required revisions to the author and assesses the extent to which reviewer recommendations have been addressed.

[10] A person involved in the Journal's publishing activities who submits a manuscript does not participate in its review or publication decision.

[11] A manuscript may be assigned to a subsequent issue if substantial revisions would delay the publication schedule or if another objective ground exists.

[12] If publication is refused, reviewer reports will be provided upon the author's request, subject to preservation of reviewer anonymity. Upon request, the Journal may also issue an official certificate confirming acceptance for publication.

### **[L] Editorial Decision and Proofs**

[1] The Editorial Board makes the final decision to publish or reject a manuscript by majority vote of the members present.

[2] Approval for publication in a particular issue means publication without amendment or with revisions and additions made by the author and/or with the author's consent, taking reviewer and editor recommendations into account.

[3] Authors of selected manuscripts are notified of the Editorial Board's decision by email. The Editor-in-Chief communicates the publication decision in writing through the Journal's official email address.

[4] Before publication, the material undergoes technical editing and the final edited article is sent to the author for review.

[5] Any conflict of interest involving a person participating in the editorial process must be disclosed in advance or immediately upon identification.

**[M] Publication Ethics and Academic Integrity**

[1] All authors, reviewers, editors, Editorial Board members and other participants must comply with academic ethics and integrity, scholarly independence, impartiality, transparency and responsible publishing practice.

[2] The author is responsible for the manuscript's originality and for the accuracy of all facts, data, conclusions, arguments and sources. Plagiarism, self-plagiarism, fabrication or falsification of data, duplicate or simultaneous publication, improper attribution of authorship, citation manipulation and any other violation of academic integrity are prohibited.

[3] Authorship is limited to persons who made a substantial intellectual contribution to the research, manuscript preparation or substantive academic revision. Co-authors bear equal responsibility for the manuscript and compliance with academic integrity.

[4] A reviewer must evaluate a manuscript objectively and impartially and maintain strict confidentiality. A reviewer must not use information obtained during review for personal, professional or any other improper purpose. A reviewer must immediately notify the Editor-in-Chief of any conflict of interest.

[5] The Editor-in-Chief and the Editorial Board make decisions on acceptance, review, publication or rejection solely on the basis of scholarly quality, originality, relevance, methodological soundness and conformity with the scope and profile of the Journal.

[6] Any circumstance that may affect independence or impartiality must be disclosed in advance or immediately upon discovery. A person with a conflict of interest must not participate in assessment or publication decision-making concerning the relevant manuscript.

[7] The Journal may examine possible academic integrity violations using appropriate technical means. Technical screening is auxiliary; a violation is determined through substantive assessment.

[8] Any interested person may report a possible ethics violation through the Journal's official email address. The Editorial Board will examine the circumstances within a reasonable period and, where necessary, allow the author or another interested person to provide an explanation.

[9] If a violation is confirmed, the Editorial Board may refuse publication, suspend the process, require revision, publish a correction, retract the publication or take another proportionate measure, considering the nature and seriousness of the violation.

[10] For a confirmed violation relating to a published manuscript, the reasoned decision of the Editorial Board will be published on the Journal's official electronic platform or, where necessary, in the subsequent issue.

[11] The author is responsible for the opinions, assessments and conclusions expressed in the manuscript. The Journal, Editor-in-Chief and Editorial Board are not liable for individual author views, except where a violation of publication ethics by the Journal has been established.

**[N] Use of Artificial Intelligence**

[1] An artificial intelligence system may not be identified as an author or co-author of a manuscript.

[2] Where artificial intelligence is used, the author retains full responsibility for the content and accuracy of the manuscript, the reliability and proper use of sources, and compliance with academic integrity requirements.

**[O] Author Responsibility Copyright and Open Access**

[1] The author is responsible for the accuracy of the published article.

[2] The Editorial Board is not liable for actual or potential loss or damage resulting from publication.

[3] All proprietary and non-proprietary copyright rights are duly protected. Open access use remains subject to compliance with copyright requirements.

**[P] Contact Details**

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