

# Submission of materials

Persons participating in the Baltic Maritime Forum (hereinafter- the Forum) with subsequent publication of the materials are required within the time frame specified:

- to submit papers using the application form (file format: .doc, .docx);
- to submit a statement on open-access publication (file format: .pdf) \*;
- to submit an identification examination report on export control (file format: .pdf)\*;
- to pay the registration fee (except for KSTU employees).

\*Please pay attention to the fact that participants of the following sections do not need to submit a statement on open-access publication and an identification examination report on export control:

- Section: « A human in XXI century: topical issues of social and humanitarian studies »;
- Section: «Problems of physical education and sports training of students»;
- XI International scientific conference «Innovations in vocational and further education».

Each author may submit no more than one article (submission of one more report where the applicant is a co-author is allowed).

File name: without quotation marks, without symbols, without superscripts and subscripts: full name of the first author, paper heading.

After submitting the registration form with the attached paper, a participant receives an automatic notification on sending the material to the Organizing Committee. Within seven working days of receiving the paper, the event coordinator sends **a reply** to the author with the decision on possibility of publishing the material and registering the author in the list of conference participants (other Forum events). If there are co-authors: only one of the authors submits the paper. There is no need for each of the authors to send the material for publication. In case of in person participation- full name of the speaker must be indicated in the registration form. The other authors may be registered as co-authors (no attachment of the paper is needed).

After the Organizing Committee receives the registration form with the paper, the materials are checked for compliance with the applicable requirements:

1. A strict condition for publication of a paper is a statement on possibility of open-access publication, except for articles by foreign authors. If such a document is unavailable until 10.09.2025, the paper is not included in the Forum proceedings; the author is informed about prohibition of presenting similarly-named reports at a conference (round table discussion, workshop, etc).
2. All submitted papers undergo a plagiarism check in **“Antiplagiat. VUZ” system**. A decision on legitimacy of the paper publication is made by the section moderator or by the chairperson of the Organizing Committee.
3. Paper requirements.

The Forum proceedings are published in the author’s edition in an electronic form. The collection is given ISBN and it is sent to RSCI data base. After registration of the proceedings in FSUE STC “Informregistr”, the imprints will be posted on the Forum page.

The Forum moderators have a right to decline participation of authors and to refuse of a paper publication in the presence of one or some of the following reasons:

- nonconformance to the topic of the conference (workshop, etc.),
  - nonconformance to the paper requirements,
  - unavailability of the statement on open access publication (except for foreign participants),
  - unpaid registration fee (except for KSTU employees).

Provided the materials are declined, the Organizing Committee will send a written notice to the author about the necessity to reconcile inconsistencies or, if there is no feedback, a notification on failure to publish the material.

For your information: those who are interested in participating in the Forum events may attend as observers (free of charge) by registering as a “Guest” using a registration form of the corresponding conference (round table discussion, workshop, etc»).