

APPROVED

by Editor-In-Chief of

“Vestnik SibADI”

Zhigadlo A.P.

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GENERAL ORDER OF DIRECTION, REVIEWING AND PUBLICATION OF ARTICLES IN SCIENTIFICALLY REVIEWED JOURNAL «VESTNIK SibADI»

Direction

Manuscripts of articles prepared in accordance with the rules of the research publication formulation and with the International Standard Rules¹, accepted by the editorial staff of the “Vestnik SibADI” journal, are provided through electronic editing (<http://vestnik.sibadi.org>). There is an instruction to the platform: http://elpub.ru/images/files/tutorials/Manual_Elpub_new.pdf.

The author agrees with the provisions of the attached copyright agreement (public offer)², when submitting the article to the editor.

Primary examination for compliance with the requirements and profile of the journal (moderation). The registered manuscripts of the articles pass through the initial examination for compliance with the requirements to the structure and formulation, which is submitted to the editorial staff of the “Vestnik SibADI” journal and the journal's profile. The beginning of the article examination by the editorial staff is the date of the article registration. The editorial staff has the right to select presented materials. Only manuscripts of the articles that have passed the initial examination and fully corresponding to the editorial requirements of the journal and to the profile of the journal, receive the status “Admitted to consideration.” The date of the manuscript consideration is recorded only for such articles.

Reviewing

All scientific articles submitted by the editorial staff of the “Vestnik SibADI” journal are obligatory pass through two-way anonymous (“blind”) peer reviewing.

1. Articles peer reviewing is carried out by the members of Editorial Board, as well as by the invited reviewers, who are the leading experts in relevant scientific spheres from Russia and other countries and who have publications on the peer-reviewed subject at last three years. The decision whether to select the reviewer for examination of the article is made by the Editor-In-Chief and / or by the Deputy of the Editor-In-Chief in corresponding scientific section. The peer reviewing period lasts 2-4 weeks, but it could be extended by the reviewer request.

2. Each article is sent to two reviewers.

¹ <http://vestnik.sibadi.org/jour/about/submissions#authorGuidelines>

² <http://vestnik.sibadi.org/jour/manager/files/Авторскийдоговорпубликация.pdf>

3. Each reviewer has the right to refuse peer reviewing if there is a clear conflict of interest, reflecting on the perception and interpretation of the manuscript materials. Basing on the peer reviewing results the reviewer gives recommendations about the article aftertime (each decision of the reviewer is justified):

- The article is recommended for publication in this form;
- The article is recommended for publication after correcting the shortcomings noted by the reviewer;
- The article needs additional peer reviewing by other specialists;
- The article could not be published in the journal.

4. If the peer review contains recommendations for correcting and finalizing of the article, the editorial staff of the journal sends the author the text of the peer review with a proposal to take recommendations into account when preparing a new version of the article, or to argue comments (partly or completely). The finalization of the article should not continue more than two months from the moment of sending to the authors the electronic message about the need to make changes. The refined article is sent again for peer reviewing.

5. In case of the authors refusal to modify the materials, they should inform the editorial staff in written form about their refusal to publish the article. If the authors do not return the modified version after 4 months from the date of sending the peer review, even if there is no information from the authors about the refusal to finish the article, the editorial staff will remove it from the register. In such situations the authors are notified about the removal of the manuscript from the registration, because of the time expiration for revision.

6. If the author and reviewers have unresolved contradictions about the manuscript, the editorial staff will have the right to send the manuscript for additional peer reviewing. In conflict situations the decision is made by the Editor-In-Chief.

7. The refusal decision to publish the manuscript is approved by the Editorial Board in accordance with the recommendations of reviewers. The final decision is made by the Editor-In-Chief. The non-recommended article for publication by the Editorial Board is not accepted for reconsideration. The message about refusal of publication is sent to the author by e-mail.

8. The editorial office informs the author and specifies the terms of publication after the decision on admission of the article to publication by the Editorial Board.

9. The positive peer review is not sufficient ground for publication of the article. The final decision about publication is taken by the Editorial Board. In conflict situations the decision is made by the Editor-In-Chief.

10. The originals of the peer reviews are kept in the editorial office of the journal for 5 years.

11. The editors send electronic copies of peer reviews or motivated refusals to the authors and also send the copies of the peer reviews to the Ministry of Education and Science of the Russian Federation upon the corresponding request to the editorial office.

Editorial preparation and publication

Manuscripts of the articles accepted for publication are edited for publication by such ways as literary editing and reconciliation, proofreading, formatting and prototyping.

The total period for the editorial preparation of the article that has been successfully peer reviewed is 2 months in accordance with the frequency and schedule of publication. The proofreading of the articles is not sent to the authors, nevertheless the questions arising in the editing process are sent to the authors for agreement.

The final version of the article layout is sent by e-mail for the author approval. There are 3 days for the author consideration, after which, if the author does not response, the article layout will be automatically considered to be approved by the author and will be sent for publishing.

The layout prepared for publication is replicated to the printing press of the SibADI Publishing and Polygraphic Complex and is placed on the site of the journal, <http://vestnik.sibadi.org>, in free public access. Publication of all articles of one issue is realized by a single date.

Metadata of the published articles of the issue is registered in the RISC and Crossref, and is placed in bibliographic services and databases within the terms established by the relevant contracts; metadata is also distributed by subscription.