

# **REGULATION**

## **on the Review of Materials Submitted to the Editorial Office of the Journal "Bulletin of the Institute of Economics of the Russian Academy of Sciences"**

### **1. General Provisions**

1.1. The present Regulation on the review of materials (manuscripts) defines the order and procedure for reviewing the author's originals of materials that were received by the editorial board of the journal "Bulletin of the Institute of Economics of the Russian Academy of Sciences (journal).

1.2. Reviewing (expert evaluation) of manuscripts of scientific articles in the editorial office of the journal is implemented in order to ensure and maintain a high scientific and theoretical level of the publication and to select the most valuable and relevant (prospective) scientific papers.

1.3. All materials, submitted for publication in the journal, are subject to review. The response of the supervisor or consultant is accepted by the editorship, but can not replace the review.

### **2. The procedure for the initial consideration of the article**

2.1. The editorial board of the journal accepts manuscripts of scientific articles, reflecting scientific views, results and achievements of fundamental and applied theory in the field of economic science.

2.2. The materials are accepted by the editorial staff of the journal in hard copy and on electronic medium at the address of the editorial office, which is as follows: Moscow, Nakhimovskiy Avenue, 32, or electronically by e-mail: [vestnik-ieran@inbox.ru](mailto:vestnik-ieran@inbox.ru) in the form of a carefully read copy of the manuscript, issued in accordance with the publication requirements. The manuscript should not be published anywhere before and should not be accepted for consideration in other publications.

2.3. Notification of the authors about receipt of materials is carried out in the 10-day period.

2.4. Manuscripts of scientific articles, submitted to the editorial office for possible publication in the journal, are checked, first of all, for compliance with the theme of the journal and with the requirements for the design of scientific articles. The rules of registration are posted on the journal's website at: <http://inecon.org/zhurnaly-uchrezhdennye-ie-ran/vestnik-instituta-ekonomiki-ran.html>, as well as in the current

issues of the journal. The term of preliminary consideration should be not longer than 14 days.

2.5. Materials, that are not relevant to the theme of the journal, or that are issued in violation of the rules for the design of manuscripts, are returned to the authors, with an indications of the reasons for refusing to accept manuscripts.

2.6. The manuscript, corresponding to the profile of the journal and the to the requirements for publication, is sent to the referee (the authors of the manuscripts are not informed of the reviewers' personalities).

### **3. The Order and Procedure for Reviewing Manuscripts**

3.1. All articles, that are submitted to the editorial office of the journal, are subject to mandatory review (peer review).

3.2. As reviewers, the editorial board of the journal attracts members of the editorial council, members of the editorial board, as well as external experts. The review involves scientists, working in the field of knowledge, which includes the contents of the manuscript (who are experts in the theme of peer-reviewed materials), and who have published on it for the past three years.

3.3. The manuscript is sent to the referee, without specifying any information about the authors, or with indication of the information about the author, but taking into consideration the verification to exclude the conflict to the interests. Experts, who work in the same department of the university, or in the scientific research institution, where the work is fulfilled, are not involved in the review.

3.4. Reviewers are notified that the manuscripts, transferred to them, are the intellectual property of the authors and refer to information that is not subject to disclosure. Reviewers are not allowed to make copies of articles for their needs, and also to take advantage of knowledge about the content of the work before it is published.

3.5. The reviewer should review the article sent to him on time and send it to the editorial office by e-mail or a duly completed review or a reasoned refusal to review.

3.6. The terms of review, in each individual case, are determined, taking into consideration the creation of conditions for the most expeditious publication of the article, but they should be no more than 45 days from the receipt of the application for publication by the editorial office of the journal. The time limit can be increased if additional reviews are needed and/or in case of a temporary absence of a profile reviewer. In the case of finalizing the article, based on the results of the initial review,

the date of receipt by the editorial office is the date, when the author returns the revised article.

3.6. In the review, following assessment should find its reflection:

- of the relevance of the topic and of the originality of its disclosure;
- of theoretical and practical significance of the article;
- of clarity and comprehensibility of the style of presentation for the reader;
- of adequacy and modernity of research methods;
- of validity of the conclusions, formulated by the authors.

3.8. The final part of the review should contain well-founded conclusions about the manuscript as a whole and a clear recommendation on the appropriateness and advisability of its publication in the journal, in the submitted form, or about the need for its revision or processing (indicating the author's inaccuracies and mistakes).

3.9. If the reviewer recommends an article for publication after revision/elimination of remarks or does not recommend an article for publication, the review should indicate the specific reasons for such a decision with a clear statement of substantive and/or technical deficiencies, identified in the manuscript, specifying specific pages, if necessary. Remarks and wishes of the reviewer should be objective and principled, aimed at increasing the scientific and methodological level of the manuscript. The review of the materials, submitted to the editorial office of the journal, is implemented, in accordance with confidentiality, and the name of the reviewer is not reported to the author.

3.10. Original reviews are stored in the editorial office of the journal for 5 years. At the request of the Ministry of Education and Science of the Russian Federation (Ministry of Education and Science), the reviews are compulsorily submitted to the Higher Attestation Commission and/or to the Ministry of Education and Science.

3.11. The decision on the expediency of publication, after reviewing, is made by the editor-in-chief, and if necessary - at a meeting of the editorial board on the formation of the next issue of the journal.

3.12. On the basis of the positive decision on the materials, submitted by the author and the review, the author is sent an appropriate letter to the e-mail address, which sets out the decision and the estimated publication time (deadline).

3.13. If the article can be published, after the reviewer has corrected and removed the comments, the author is sent a letter with recommendations for finalizing/ removal of comments, or a copy of the review with comments of the reviewer (at the discretion of the editorial board). The article is returned for revision and must be submitted for re-review in the terms, indicated by the editorial board. The reviewers and the editorial board of the journal do not enter into discussions with the authors of the article about the comments made.

3.14. Article, sent by the author to the editorial board, after revision/elimination of remarks, is re-reviewed by the same reviewer or by another one, who is appointed at the discretion of the editorial board.

3.15. In case of rejection of the article from publication, the editorial board of the journal sends the author a reasoned refusal, or a copy of the review (at the discretion of the editorial board).

3.16. An article, which is not recommended by the reviewer for publication, is not accepted for reconsideration. In exceptional cases, the manuscript is sent to the second independent reviewer. In this case, the final decision is made after consideration of the results of the two reviews.

3.17. The editorial board of the journal does not store manuscripts, which are not accepted for publication. Manuscripts, accepted for publication, are not returned.