



Ministry of Education and Science of the Russian Federation  
Federal State Funded Educational Institution of Higher Professional Education  
“I. Yakovlev Chuvash State Pedagogical University”

**Procedure**

7.5G Research and Development

Regulations on article peer-review in “I. Yakovlev Chuvash State Pedagogical University Bulletin”

ACCEPTED

by the decision of the Academic Council  
of I. Yakovlev CHSPU  
Meeting Protocol No. 3  
dated October 28, 2016

I ASSENT

Acting Rector

\_\_\_\_\_ V. N. Ivanov  
« \_\_\_ » \_\_\_\_\_ 20\_\_

Regulations on  
article peer-review in “I. Yakovlev Chuvash State  
Pedagogical University Bulletin”

Version 1.1

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	<i>Position</i>	<i>Family name/ Signature</i>	<i>Date</i>
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The statutes have been developed in compliance with the requirements of the Russian National Standard International Standards Organization 9004-2010 and are the document of the system of University quality management.

The regulations were approved with the amendments and additions based on the decisions of the Academic Council (Meeting Protocol No. 11 dated June 29, 2012, Meeting Protocol No. 3 dated October 28, 2016).

Changes to this document, as necessary, are made as a result of the application of the Regulations in practice or when the requirements of the regulatory documents on the basis of which the document was created change.



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## 1. General terms

1.1. Publishing articles in “I. Yakovlev Chuvash State Pedagogical University Bulletin” (henceforth the Journal) implies compulsory peer-review.

1.2. These regulations determine the procedure and forms of peer-review, requirements for reviewers’ composition, terms and conditions of payment for peer-review.

## 2. Peer-review procedure

2.1. Only the manuscripts of articles received by the Editorial Board of the Journal and performed in compliance with the Article Submission Guidelines can be admitted for review.

2.2. After determining the compliance of an article with the thematic scope of the Journal, it is sent to the reviewer on behalf of the Deputy Editor-in-chief, Executive Editor (or Executive Secretary) without indicating the name of the author(s). The reviewer is notified that the articles sent to him are copyright property and contain confidential information. The reviewer is not allowed to make copies and transfer the received materials to third parties.

2.3. After receiving the manuscript of the article, the reviewer starts reviewing it. Referee reports are to be composed in free form, to contain a detailed analytical review and a substantiated evaluation of scientific (theoretical, methodical, conceptual) level of the article, the degree of novelty and practical significance of the results obtained by the author; practical implications, the degree of their contribution to the development of scientific ideas in the relevant field of knowledge, the list of faults of the article and their analysis, as well as a statement that there is no plagiarism in the paper discussed, and a conclusion on advisability of publishing the article under consideration or its rejection and revision.

A referee report is to be signed by the reviewer and certified by the Human Resources Department at the main place of work of the reviewer.

2.4. In case of a positive conclusion of the reviewer, the manuscript of the article is returned to the editorial office for its publication in one of the issues of the Journal.

2.5. If the referee report writes about significant faults of the article and the necessity of the improvement of the article, the manuscript is sent back to the author to eliminate the faults. The revised version of the article may be reviewed again. In case the article gets a negative referee report again after the second peer-review, the manuscript of the article is rejected and is not subject to further consideration.

2.6. In case the article gets a negative referee report, the Editorial Board Journal sends a reasoned refusal to the author(s) with reviews attached without indicating the names of the reviewers(s).

2.7. Reviewing is confidential:

a) the manuscript is sent to the reviewer without indicating the author of the article;



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b) the referee report is sent to the author without specifying the reviewer;

c) deviations from confidentiality are allowed if the reviewer considers it necessary to personally express to the author specific proposals for improving the article.

2.8. Referee reports and recommendations for each article are stored in the Editorial Office of the Journal for 5 years from the date of publication of the issue of the Journal, which contains the reviewed work.

### **3. Terms of peer-review**

3.1. The manuscript of the article is sent for review after it is received by the Editorial Office of the Journal and the conclusion of an agreement with the author of the article for the provision of services for reviewing the article.

3.2. The review period is no more than 10 working days from the receipt of the manuscript of the article by the reviewer. If additional time is needed for reviewing, at the request of the reviewer, this period may be extended, but not more than 5 working days.

### **4. Composition of reviewers**

4.1. The reviewers are members of the Editorial Board of the Journal, as well as other persons (doctors or candidates of science), whose scientific specialization corresponds to the subject of the manuscript.

### **5. Payment for peer review**

5.1. The services for reviewing the manuscript of the article are subject to payment in accordance with the current rates. Rates are approved by the rector of the university.

5.2. Payment for reviewing services is made on the basis of a paid services agreement.



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**Registration of changes**

Page numbers				Number and date of the change document	Executive, introduced changes		Change entry date	Date of introduction of the change
changed	replaced	new	invalid		Full name, position	signature		