

The order of review articles in theoretical and practical critique publication "Bulletin of IHEI"

Manuscripts of all articles of the relevant subjects of the Journal editorial office received, are subject to mandatory review. The review involved scientists, having recognized authority and working in the area of knowledge of the content of the manuscript. A reviewer may not be the author or co-author of refereed work, as well as scientific advisers (consultants) degree and the staff of the Department in which the author works. Review all incoming publication takes place in the edition of materials relevant to its subject, with a view to their peer review. All reviewers are recognized specialists on the subject of peer-reviewed materials and have for the past 3 years, publications on the reviewed article. Reviews are stored at the Publisher and the Editorial Office for 5 years.

If the Revision is not able to bring to the specialist review at the appropriate level, in the field of knowledge in which the contents of the manuscript, principal (responsible) Editor (Deputy Editor) refers to the author the proposal to provide an external review. At the discretion of the authors external review may be submitted when filing articles, which, however, does not preclude normal procedure review. Review Editorial Board discusses and form the basis for acceptance or rejection of manuscripts. Review signed by a specialist with a breakdown of the surname, name and patronymic, date, degree, academic rank used by reviewer posts and full address (see annex 1). Article sent to the editor, may be accompanied by a letter from the Organization Guide, signed by its head.

Coming to the editor of the article is registered in log (like an electronic version of the media), and it is assigned a unique number. Reviews of submissions are stored in the Newsroom during 5 (five) years. Manuscripts, decorated without accounting Rules for submission and registration of the publication of author's materials and do not contain any contact information about the author responsible for correspondence shall not be considered.

Article reviewer passed without any information about the authors. On the mutual desire of the author and the reviewer can communicate without using Wording if it is necessary to work on the manuscript and no obstacles of a personal nature. Reviewers are not permitted to make copies for their needs with manuscripts, and also log them in the memory of personal computers, as well as to give part of a manuscript for review to another person without the permission of the editors. Reviewers do not have the right to use and benefit from the knowledge of the content of the work, before its publication.

Review objectively assesses the scientific article and contains a comprehensive analysis of its scientific and methodological strengths and weaknesses. Review shall be made in free form, with required illumination of the following provisions: -relevance (a brief justification for the conditions that necessitated raising and resolving problems (problems)); scientific novelty of the research (a brief description of the new scientific results obtained by the author); -the significance of the problem (task), or match the results obtained for the further development of theory and practice (what is received by the author (s) and how it can be applied and implemented in practice); -the adequacy and modernity research methods and statistical materials processing (applied preference for specialized programs for analysis of information-Statistica, Biostat, etc.); -adequacy of the study material; -the correctness and consistency of the discussion of the results obtained; -compliance with the objectives and tasks of the findings.

In the final part of the review contains valid conclusions about the manuscript as a whole and clear recommendation on whether it should be published either on the need for its revision. In the case of a negative evaluation of the manuscript as a whole (recommendation to the effect that publication) reviewer must substantiate their conclusions. In case of inconsistency between the manuscripts one or several criteria the reviewer indicates the need to refine the article and makes recommendations to the author to improve the manuscript (with admitted author of inaccuracies and errors). Revision shall bring to the attention of the author of the review result (in electronic form). At the request of the author and the reviewer finalization can be performed internally. Article modified author repeatedly sent for review to the same reviewer, who

did the criticisms or another (Editorial discretion). In the event of a conflict review is available to the author article without specifying any reviewer information.

If you do not agree to the author with the comments of the reviewer, he may apply to the review or revoke an article shall record in the register. In case of negative reviews article is transferred to the other reviewer that is not reported on the results of the previous review. A negative review of the copies of the negative reviews are forwarded to the author (s) with a proposal to redraft the article and resubmit it as a public queue. The final decision on whether to publish the review, was adopted by the editorial board.

Not allowed:-do not pass the review procedure, and also received negative reviews from reviewers and Editorial Board; articles, decorated not properly (without taking into account the requirements of the rules for submission and registration of the publication of author's materials "), the authors have refused from technical refinement of articles; - articles by authors who do not respond to the constructive comments of the reviewer; - articles that do not correspond to the subject matter of the publication. The timing of the consideration of the articles as amended, including the process of review and correspondence with the author (s) does not exceed 3 (three) months.

Revised Edition sends copies of submissions to authors reviews or a grounded refusal, and also undertakes to send copies of reviews in the Ministry of education and science of the Russian Federation for admission to the editor of the publication of the corresponding query. The Editorial Board does not keep manuscripts are not accepted for printing. Manuscripts, forthcoming, will not be returned.

Principal (responsible) editor, d.b.s., Professor Y.I. Miculets