

THE ORDER OF REVIEWING MANUSCRIPT

The order of reviewing manuscript submitted for publication in the «North-Caucasus Humanitarian Institute Bulletin»

1. This order of reviewing manuscript submitted for publication in the «North-Caucasus Humanitarian Institute Bulletin» (hereinafter – The order) determinates the order of reviewing manuscript of scientific articles submitted by authors for publication in the «North-Caucasus Humanitarian Institute Bulletin» (hereinafter – the Bulletin).
2. Every manuscript submitted to the Editorial staff of the Bulletin must pass a reviewing procedure.
3. Scientific article manuscript received by Editorial staff is considered by the Chief editor for the Bulletin profile adequacy, requirements for registration and then sent to a specialist reviewing.
4. Reviewing is done by the member of the Editorial staff who has the closest scientific specialization with the topic of article. Editorial staff has the right to engage external reviewers, generally with scholastic degree and (or) academic degree, as well as practitioners.
5. Reviewers are notified that the articles submitted for review are the private property of the authors and contain information that is not to be disclosed. Reviewers are not allowed to make copies of articles and pass them to third parties.
6. Reviewing is confidential for the article's authors. Reviews can be passed to the author of the manuscript upon his written request, without the signature and the names, position and job of reviewer.
7. Review must be provided upon request of advisory councils to the Higher Certifying Commission of the Ministry of Education and Science of Russian Federation.
8. Terms of reviewing manuscripts:
 - 8.1. The chief editor of the Bulletin considers the submitted manuscript within ten days of receipt the manuscript.

8.2. Specialist reviews the manuscript within fourteen days from the moment he gets the manuscript from the chief editor.

8.3. Weekends and holidays established by the legislation of the Russian Federation are not included in the terms mentioned in p.p. 8.1 and 8.2 of the Order.

8.4. According to Editorial staff and reviewer' agreement reviewing can be done in a shorter time to include the article in the next Bulletin edition.

9. The content of review.

9.1. The review must include expert estimation of the manuscript for the following options:

9.1.1. line content of the article to its name;

9.1.2. topicality of the theme;

9.1.3. scientific novelty of the results;

9.1.4. suitability of publishing the article taking into account the previously issued literature on this subject;

9.1.5. presentation of the material (language, style, categories and speed).

9.2. The reviewer may make recommendations to the author and Editorial staff to improve the manuscript. Reviewer comments and suggestions should be objective and based on principles, pointed at improving the scientific and methodological level of the manuscript.

9.3. Final part of the review must contain one of the following decisions:

9.3.1. recommend accepting the manuscript for publication in the press;

9.3.2. recommend accepting the manuscript for publication in the press with technical editing;

9.3.3. recommend accepting the manuscript for publication in the press after removal of the author of the reviewer comment and re-review;

9.3.4. recommend to refuse publishing article in the press because of its non-compliance to requirements of the scientific level of the Bulletin.

10. If the reviewer decides as it mentioned in p. 9.3.3 of the Order modified (revised) author's article must be repeatedly sent to reviewing.

If the reviewer takes the similar decision the article is excluded and is not to be considered any more.

11. In the case the reviewer takes decisions mentioned in p.p. 9.3.2. – 9.3.4 of the Order the review' text must be sent to the manuscript author.

12. In the case the manuscript gets the negative assessment in general the reviewer must convectively justify his conclusions.

13. In the case the reviewer recommends the manuscript to publication the article is to be published in the Bulletin with obligatory notification of the author.

14. The originals of the reviews are stored in the Editorial staff for fife years from the moment of the reviewer signing.