

**Review Procedure for the articles submitted, reviewing and publication to
The Bulletin of Nizhnevartovsk State University
(Vestnik Nizhnevartovskogo Gosudarstvennogo Universiteta)**

- 1.1. Each article, a registration form, a printing contract (2 copies), and a review of the academic supervisor (for postgraduate students and degree-seeking students) shall be sent either to the responsible editor of the journal issue relevant to the article topic, or to uni@nvsu.ru (NVSU Research Department).
- 1.2. According to the Submission Rules all the articles submitted are to undergo editorial peer-review.
- 1.3. All reviewers are acknowledged experts on the subject of the reviewed materials and have in the past 3 years publications on the subject of the reviewed article.
- 1.4. The reviewer is selected by the responsible Secretary of the journal (in consultation with editor-in-chief) from among the leading experts on the profile of this work
- 1.5. A manuscript of the research paper submitted to editors of the Bulletin of Nizhnevartovsk State University is registered, then reviewed by the executive editor for the compliance with the Journal's specification. After that, the executive editor monitors the compliance of the submitted papers with the requirements of the article compliance rules. Editors do not examine articles not qualifying the specified requirements.
- 1.6. Every paper goes to two independent reviewers, not affiliated with the institution the author is affiliated with. The reviewer does not know who the author of the article, the author knows who the reviewer is. All the experts we ask to review for us are not the members of the Editorial Board.
- 1.7. The review preparing period is agreed with the author but it is not to exceed three weeks.
- 1.8. The review should clearly indicate if the paper is compatible with the scientific interests of the Bulletin; the research question is important; the article is original, contains new information, and adheres to the Bulletin's standards (style, grammar, language and etc).
- 1.9. The reviewers make a recommendation regarding the article publication: "Accept", "Accept but needs revision", "Rejected".
- 1.10. Should the reviews be positive, the Editorial Board decides the issue of publication.
- 1.11. Should the reviewers indicate the changes to be made to the text prior to publication, the article is sent to the author for final revision.
- 1.12. The final revision period is not to exceed three weeks.
- 1.13. The revised article is to undergo the second review procedure. The reviewers give the recommendation. Should the recommendation be positive, the Editorial Board decides the issue of publication.
- 1.14. Should the second review be negative, the article is sent to the third reviewer.
- 1.15. In the event both reviewers give a negative opinion, the author is sent the motivated refusal signed by the Chief Editor or the Deputy Chief Editor.
- 1.16. The Editorial Board confirms the content of every Bulletin issue and decides on the publication of each article submitted considering the reviewers' opinions. Every decision is recorded.

- 1.17. After the Editorial Board decides the issue of publication the Executive Secretary informs the author of the decision and expected publication date.
- 1.18. Original reviews are kept in the office of The Bulletin of Nizhnevartovsk State University for 5 years.
- 1.19. The author or the Ministry of education and science of the Russian Federation may receive the copy review in response to the written inquiry. The original review is provided unsigned with no reviewer's personal data.