

APPROVED BY
Editor-in-Chief,
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PEER-VIEW PROCEDURE OF SCIENTIFIC ARTICLES SUBMITTED TO THE SCIENTIFIC PERIODICAL PRIVOLZHSKY SCIENTIFIC JOURNAL FOR PUBLICATION

1. General

1.1. High-quality and prompt peer-viewing of scientific articles submitted for publication is an obligation of the editorial board members. The Editor-in-Chief bears personal responsibility for the organization of this process.

1.2. The editorial board members of the “Privolzhsky Scientific Journal” review all the received materials that comply with the journal’s subjects areas to give their expert judgement. All the peer-viewers are recognized specialists in the subject-matters of the reviewed materials having publications on the subject of the reviewed article for the last three years. The reviews are kept by the publisher and journal’s editorial board during 5 years.

1.3. The editors of the “Privolzhsky Scientific Journal” send copies of their reviews or the reasoned refusal to the authors of the submitted manuscripts depending on the results of scientific articles peer-viewing, as well as they undertake to present copies of their reviews to the Ministry of education and science of the Russian Federation on the corresponding request thereof.

1.4. The editorial board members must observe the following mandatory requirements:

- a peer review period must not exceed 1 (one) month (the dates of sending the manuscript for peer-viewing and its return are registered by the Executive secretary in the stamp “For peer view” on the first page of the manuscript);

- a reviewer must be a leading scientist (Russian or foreign) in the same competence as the scientific field of the submitted article. The conformity is checked up by the code of scientific specialty in which the member of the editorial board has defended thesis for a scientific degree (the allied scientific specialties mentioned in the scientific specialty certificate being taken into account). The codes of scientific specialties are available in the List of scientific specialties approved by the Ministry of education and science of Russia;

- a reviewer must have a candidate or doctoral degree (Ph.D. degree), and in case the author (or co-author) of the article is a doctor of sciences, the reviewer’s academic degree must be not lower than doctor of sciences;

- a reviewer may not be an employee of the same organization (even if this is his/her second job), where the author (co-author) of the article works;
- if a member of the editorial board sends the article to another scientist for peer-reviewing, the latter should become familiar with the editor's review and initialize it with a note "Familiarized, the article is recommended for publication" (in case of positive conclusion) or "Familiarized and agree with the conclusion" (in case of negative conclusion or conclusion with the editor's critiques).

1.5. To ensure the quality of evaluation, a unified form of peer review of a scientific article has been developed and approved (see the journal's website: <http://www.pnj.nngasu.ru>).

1.6. The membership of the editorial board is approved by the rector of Nizhny Novgorod State University of Architecture and Civil Engineering being the founder and publisher of the scientific periodical Privolzhsky Scientific Journal (ISSN 1995-2511). Information about the editorial board members including their scientific specialties can be found on the journal's website: <http://www.pnj.nngasu.ru>

2. Submission of scientific articles

2.1. Materials of a scientific article (the article itself and accompanying documents) should be prepared according to the requirements approved by the editorial board (see the journal's website: <http://www.pnj.nngasu.ru>). These materials should be mailed in a sealed A4 size envelope to the following address: *65, Iljinskaya Str., 603950, Nizhny Novgorod, Russia. Nizhny Novgorod State University of Architecture and Civil Engineering, to Dmitry V. Monich, the Executive Secretary of the Privolzhsky Scientific Journal.*

2.2. The envelope with the materials of the scientific article may also be delivered by a courier or the author personally, or an authorized person to the NNGASU office (65, Iljinskaya Str., Nizhny Novgorod, NNGASU, bldg 1, room 127).

3. Procedure of scientific articles peer-viewing

3.1. Having received the manuscript the Executive Secretary of the journal examines completeness and correctness of the documents. In case they do not conform to the requirements, a message will be e-mailed to the author: "Materials of your scientific article do not conform to the requirements set by the journal's editorial board".

3.2. Manuscripts prepared in accordance with the set requirements are registered by the Executive Secretary and handed over to one of the members of the editorial board having an appropriate specialty (see para 1.2) for peer-reviewing.

3.3. The editor views the scientific article according to the established procedure. The review should contain evaluation of and conclusions on the following aspects:

- relevance of the scientific research;
- scientific novelty of the research;
- scientific methods (theoretical and/or experimental) used during the research;

- justification and completeness of findings;
- correctness of the material preparation (mandatory sections of the article): abstract, key words, references.

The review should be finalized with the reviewer's conclusion (selected from the following three variants):

- variant 1 – «The article is recommended for publication in the Privolzhsky Scientific Journal»;
- variant 2 – «There are comments on the article (to be enumerated). The article is recommended for publication in the Privolzhsky Scientific Journal after corrections of the critiques and another peer-reviewing»;
- variant 3 – «The article is not recommended for publication in the Privolzhsky Scientific Journal».

3.4. In case of positive conclusion, the article is put on the list to be published in a respective thematic section of the journal. A copy of the editor's conclusion (without the editor's name) with the notice "The article has been included into the publication plan" is mailed and also e-mailed to the author. The time of publication is decided by the editorial board depending on the number of the articles on the waiting list to be published in the given thematic section of the journal. As a rule, the date of article submission for publication in the next issue should be not later than 4 (four) months before publishing (for example, to be published in issue № 1 (March) the article should be submitted not later than November 1 of the previous year). The date of receipt of a positive conclusion on the peer-viewed manuscript by the editorial board is considered the starting point of this period.

3.5. In case revision of the article is required, a copy of the editor's conclusion with the editor's remarks (without the editor's name) with the notice "To be revised" is mailed to the author. The procedure of preparation, submission and viewing of revised manuscripts is the same as for the newly submitted articles. Two copies of the document "Replies to the editor's remarks" printed on A4 paper should be attached to the revised version. Replies given to every remark (point-wise) should be signed at the bottom of the page by all co-authors and should bear the date of the revised article submission (day, month, year). The authors' signatures should be verified by the organization's office or personnel department from where the manuscript is originated. The accompanying documents should be revised only in case of the change of the article's title and/or authors of the article.

3.6. In case of the editor's negative conclusion (a conclusion with the editor's remarks without mentioning that the article may be published after revision), a copy of this conclusion (without the editor's name) with the notice "The article is not recommended for publication" is mailed to the author.