"CLAIM"
General Director CJSC "Inpress"
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A. N. Kovtun
"\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_ 2015 G.

"AGREED"
Chief editor of the magazine
"Management in Russia and Abroad"
A. E. Khachaturov
"\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_2015.

The provisions for reviewing manuscripts submitted to the editorial office journal Management in Russia and Abroad

1. PURPOSE AND SCOPE

1.1. This document is the main document regulating the process of reviewing the manuscripts sent to the journal "Management in Russia and Abroad".

1.2. The document is mandatory for use by the editorial staff of the journal "Management in Russia and Abroad" involved in the decision about the possibility of publishing manuscripts of scientific articles.

1.3. This regulation defines the procedure and methods of review, requirements for the composition of the reviewers, the terms and conditions of the review.

2. GOALS, OBJECTIVES AND PRINCIPLES OF PEER REVIEW

2.1. Reviewing manuscripts sent to the journal "Management in Russia and Abroad", is conducted to ensure the process of forming high-quality editorial portfolio specified periodicals.

2.2. The purpose of the review is accomplished by the following tasks:

(a) differentiation and segregation of manuscripts of scientific articles according to their quality;

b) ensure compliance with applicable standards for registration of scientific publications in periodicals;

с) observance of rights and legitimate interests of the authors of the manuscript;

d) ensure the efficiency of decision making about the fate of the articles submitted to the journal of Management in Russia and Abroad;

e) maintain a high image of the magazine "Management in Russia and Abroad" in the scientific community;

f) providing to the scientific community, citizens, trained in Economics, other persons interested in issues Management in Russia and Abroad, theoretical and applied scientific publications of high quality;

g) exclusion of copyright infringement.

2.3. The achievement of the goal and the objectives of the review is based on the following principles:

a) scientific;

b) integrity;

с) efficiency;

d) goodwill;

e) information transparency;

f) of donations.

g) correctness.

3. THE REVIEW PROCEDURE

3.1. Manuscripts submitted to the journal "Management in Russia and Abroad", subject to peer review.

3.2. Manuscript articles submitted to the journal, is considered the chief editor of the journal on the subject of its conformity to the profile of the magazine, design requirements, is registered in the register of the submitted manuscripts and submitted for reviewing doctor or candidate of economic Sciences, which has the closest to the topic of scientific specialization.

3.3. For review, submitted for publication manuscripts are invited leading scientists in the relevant field of scientific knowledge. Reviewers may be members of the editorial Board of the journal "Management in Russia and Abroad", as well as highly qualified external experts. The reviewer should have a scientific degree of candidate or doctor of economic Sciences.

3.4. Manuscript article shall be submitted to the reviewers in printed or electronic form. Reviewers are not allowed to copy and transfer the materials to any third party.

3.5. The review is provided:

a) reviewer – the chief editor of the magazine "Management in Russia and Abroad";

b) the chief editor of the magazine "Management in Russia and Abroad" — the author of the manuscript upon his written request;

c) the chief editor of JSC Publishing house "Business & service", or the General Director of CJSC "Inpress" — according to a corresponding request in regulatory authorities (organizations).

3.6. To improve the timeliness and quality of review in the case of a positive decision on publication of the article allowed the direction of the article author with the reviewers ' comments in electronic form. The author of the article after making corrections sends an updated article in the journal "Management in Russia and Abroad".

3.7. The review period is determined by the chief editor of the magazine "Management in Russia and Abroad" and is set in agreement with the reviewer with the creation of conditions for the most rapid publication of the manuscript, but may not exceed one month from the date of receipt of the manuscript to the reviewer. The reviewer may refuse to review within one week of receipt of the manuscript and notify in writing the chief editor of the magazine.

4. THE CONTENT AND RESULTS OF THE REVIEW

4.1. The review addresses the following questions:

(a) the contents of the article topic announced in the title;

b) does the content of the article thematic areas of the journal;

c) does the content of the article novelty;

g) the positive and negative aspects of the manuscript.

4.2. When assessing the reviews one should pay attention to the presence in the material of the relevance of solving scientific and/or practical problems. The review should clearly describe the theoretical or applied significance of the study, to relate the author's conclusions to the existing scientific concepts. Necessary element of the review should include an assessment of the reviewer's personal contribution of the author to the problem solution. It is advisable to mention in the review the conformity of style, logic and comprehensible presentation of the scientific nature of the material, and get a conclusion about the reliability and validity of the findings.

4.3. The reviewer may make recommendations to the author and editors to improve the manuscript. Comments and suggestions of the reviewer should be objective and principled, aimed at improving the scientific and methodological level of the manuscript.

4.4. In the final part of the review should contain valid conclusions about the manuscript and a clear recommendation on the appropriateness of its publication in the open press and contain one of the following decisions:

a) recommend to accept the paper for publication in the journal "Management in Russia and Abroad";

b) recommending to accept the manuscript for publication in the journal "Management in Russia and Abroad" to make technical changes;

c) recommending to accept the manuscript for publication in journal of Management in Russia and Abroad after eliminating the author of the reviewer's comments, with the subsequent direction to re-review;

d) to recommend to refuse to publish the manuscript in the journal "Management in Russia and Abroad" because it is not in conformity with the requirements for the academic standards log (in this case the article is not recommended by the reviewer for publication, to be re-reviewed). The negative review is sent to the author by e-mail or otherwise.

4.5. In case of a negative evaluation of the manuscript as a whole, the reviewer must be able to justify their conclusions.

4.6. If the review contains recommendations for correction and revision of the article, the author by e-mail is sent, the text of the review with a proposal to take them into account in preparing a new version of the article or arguments (partially or fully) to refute them. A revised paper is resubmitted for review.

4.7. In case of disagreement with the opinion of the reviewer, the author has the right to appeal to the editorial Board of the journal "Management in Russia and Abroad" a reasoned request, in writing or electronically, about the direction of his the manuscript to a third reviewer with reduction in circulation of the relevant arguments. In this case, the chief editor of the magazine "Management in Russia and Abroad" sends the manuscript for the second (additional) - review, or provides a reasoned refusal to the author.

4.8. The editorial Board of "Management in Russia and Abroad" informs about the decision of the author by sending a written reasoned response by e-mail or otherwise.

4.9. Review sample provided in the Annex to this Regulation.

5. THE GROUNDS FOR REFUSAL IN THE PUBLICATION

5.1. The formal grounds on which the author may be permitted to publish the article:

a) inclusion in list of references a non-existent sources;

b) the falsification of sources, including the discrepancy between the output of source (book, article, abstract, etc.) with the data published in the available sources (libraries, etc.), including differences in years of publications, names of publishers, number of pages and so on.

c) incorrect use of cited sources, including:

- citations without the page from which borrowed the quote;

- the lack of the page source, specified by the author of the quoted text;

- quoting text without enclosing it in quotation marks, which does not allow to distinguish between quoted and original texts;

- text citation indicating a plurality of pages (e.g., page 15-28), which does not allow to determine exactly from which page made borrowing of the text in amounts acceptable to the scientific citation.

d) violation of the requirements set by the editorial Board of the journal "Management in Russia and Abroad" to accept from the authors of the manuscripts.

5.2. The appraisal Foundation, which the author may be permitted to publish the article:

a) the discrepancy between the article content topic announced in the title;

b) the inconsistency between the contents of the article thematic areas of the journal;

c) in the absence of the article a certain novelty;

d) complete absence of the positive features of the manuscript;

e) in the absence of peer-reviewed material, the relevance of solving scientific and applied problems;

f) in the absence of peer-reviewed material, theoretical or applied significance of the study;

g) lack of personal contribution of the author to the problem solution;

h) the mismatch style, logic and comprehensible presentation of the scientific nature of the material;

i) unreliable and (or) the invalidity of the findings in a peer-reviewed article;

j) the presence in the text of the reviewed articles of the appeals and statements of extremist, nationalist, and diminish the honor or the advantage of third parties, or appeals to violent change (overthrow) of the statehood of power;

k) found evidence of plagiarism;

l) otherwise reasoned and informed opinion of the reviewer.

6. THE FATE OF MANUSCRIPTS AND REVIEWS

6.1. The editorial Board of "Management in Russia and Abroad" does not store copies of articles not accepted for publication.

6.2. Manuscripts accepted for publication are not returned.

6.3. Manuscripts that received a negative result from reviewers aren't published and will not be returned to the author.

6.4. The date of publication of manuscripts that received a positive opinion of the reviewers, are the chief editor of the magazine "Management in Russia and Abroad" based on current occupancy rates and patterns editorial portfolio.

6.5. The originals are kept in the editorial office of the journal "Management in Russia and Abroad" within three years from the date of their signature by the reviewer.

Annex to the Regulation on reviewing manuscripts submitted to the editorial office journal Management in Russia and Abroad (review sample)

The chief editor of the magazine "Managerial accounting"

REVIEW

The title of the article\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| № p/p | the evaluation Criteria | Yes/no | Rationale with reference to the text of the article |
| Formal criteria |
| 1 | the Compliance of the article the requirements of the editorial Board of the journal "Management in Russia and Abroad" to accept from the authors of the manuscript |  |  |
| 2 | the Inclusion of references a non-existent sources |  |  |
| 3 | the Presence of signs of falsification of sources used |  |  |
| 4 | the Facts of improper use of cited sources |  |  |
| Evaluation criteria |
| 5 | the contents of the article topic announced in the title |  |  |
| 6 | the contents of the article thematic areas of the journal |  |  |
| 7 | the Novelty of the research |  |  |
| 8 | the relevance of the study |  |  |
| 9 | Theoretical or applied significance of the research |  |  |
| 10 | Personal contribution of the author the article in the solution of the problem |  |  |
| 11 | Style, logic and accessible presentation of a material |  |  |
| 12 | Reliability and validity of conclusions presented in the manuscript |  |  |
| 13 | the Presence in the text of the reviewed articles of the appeals and statements of extremist, nationalist, and diminish the honor or the advantage of third parties, or appeals to violent change (overthrow) of the statehood of power |  |  |
| 14 | the Presence of plagiarism |  |  |

Theoretical and methodological observations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Errors and omissions:

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The conclusion of the reviewer:

I believe it is necessary and reasonable:

- recommend accepting the manuscript for publication in the journal "Management in Russia and Abroad";

- recommend accepting the manuscript for publication in the journal "Management in Russia and Abroad";

- recommend accepting the manuscript for publication in the journal "Management in Russia and Abroad" after the removal of the author of the reviewer's comments, with the subsequent direction to re-review;

- recommend to refuse to publish the manuscript in the journal "Management in Russia and Abroad" by reason of its inconsistency with the requirements of the scientific level of the journal

Reviewer:

F. I. O. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: "\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_