

Manuscript Review Procedure Of "KAZAN ECONOMIC BULLETIN"

1. Authors are requested to submit their papers electronically by using the Learning and Instruction online submission and review web site <http://kpfu.ru/science/nauchnye-izdaniya/kev>

2. All submissions should be open. The main reason they are rejected is confidentiality mark.

3. Prospective authors should send their proposals after they read through it carefully and signed by the author (s) copy of the article, information about the author/s (questionnaire), external review, Russian and English abstracts, Russian and English key words. These forms are submitted via e-mail kpfu116@mail.ru

4. Manuscripts containing original material are accepted for registration by the Executive Secretary of the journal with the date of receipt, name and surname of the author/s and affiliation of author/s. Manuscript is provided with a registration code. The information is stored in database.

5. Peer review (internal and external) of doctoral scientists who are expert in the paper's scientific area is the critical assessment of manuscripts submitted to journals. To publish their papers graduate students applicants and those who wish to obtain the degree of candidate of economic Sciences need to have a recommendation of the scientific Department.

6. Once each manuscript has passed quality control, it is assigned to a member of the Editorial Board, responsible for the area of science on the profile of the article. The articles are sent for external review to leading professionals if there isn't any in Editorial Board

7. Reviewers are notified that the manuscripts are the private property of the authors and that the information not subject to disclosure. It is not allowed for reviewers to make copies. A breach of confidentiality is possible only in case of unreliability or falsification of materials.

8. The reviewer should examine the article within 1 month and send a grounded dismissal or a review to the editors' office (via e-mail or regular post).

9. Peer Review Process is anonymous; the author has the opportunity to review the manuscript before submission.

10. Papers recommended for publication by the Academic Council of KFU and authored by members of the Academy of Sciences are not reviewed.

11. The editorial Board uses standard form of reviewing. After evaluation, the Academic Editor chooses between the following decisions: Accept, Accept after Revision and Reject. The review must include the reasons for the decision.

12. The presence of a significant fraction of the criticisms of the reviewer with an overall positive recommendation allows relating the material to disputable one and publishing it in a scientific discussion.

13. When assessing articles you need to pay attention to the presence in the material of the relevance of solving scientific problems. The review should clearly describe the theoretical or applied significance of the study and relate the author's

conclusions to the existing scientific concepts. Personal contribution of the author to the problem solution should be included into the reviewer's assessment as a necessary element. 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.

14. After the reviews at the next meeting of the Editorial Board the received articles are discussed, and the final decision on the basis of assessment of review about publish or not to publish the articles is made. On the basis of a judgement the author is sent a letter by e-mail or mail on behalf of the Executive Secretary of the editorial Board. The letter provides an overall assessment of the article, and if the article can be published after revision / taking into account the comments, recommendations for revision / unmark the comments are given. If the article is not accepted for publication, the reasons for such decision shall be stated.

15. Given a negative review, the manuscript may be directed to re-review by the editorial Board's decision. In case of rejection of the manuscript, the editor should provide the author with reasoned justification for the refusal or send a copy of the review. The reviewer's name can be reported to the author, with the consent of the reviewer.

16. The article sent by the author with amendments made and the reviewer's comments taken into consideration, is reviewed on general terms. A notation of the date of the revised article receipt is entered in the register.

17. If the editorial Board does not share fully the views of the author of published manuscripts, it may make the bottom note.

18. The involvement of external reviewers is possible in the following cases: when there is no member of the editorial Board responsible for the specific specialty (scientific discipline); member of the editorial Board is unable to review the article; editorial Board does not agree with the views expressed in the review by the member of the editorial Board; article comes from a member of the editorial Board. At the next meeting of the editorial Board the decision on request for review to scientists with research papers on topic of the article is made. On behalf of the editorial Board this scientist is sent a letter asking for reviews with an article and recommended form of reviews enclosed.

19. Certified by the signatures of the reviewers the original reviews (or summaries thereof) are stored by the editors at least 5 years from the date of the reviewed paper placement in the journal.

20. The editors send copies of reviews to the Ministry of Education and Science of the Russian Federation after receiving corresponding request by the journal.

21. Payment for review is based on the volume of peer-reviewed manuscripts and cost of services for the peer review.

Discussed and recommended for execution by the editorial Board of the journal "Kazan economic Bulletin", December 25, 2011