

APPROVED:

Director of the Institute of management, economics and finance  
FSAEI HVE "Kazan (Volga region) Federal University

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## **REGULATIONS FOR JOURNAL "THE KAZAN ECONOMIC BULLETIN "**

### **1. GENERAL REGULATIONS**

1.1. The Kazan Economic Bulletin (hereafter - the Bulletin) is issued according to the federal legislation on mass media, and the present regulations for the journal.

1.2. The Kazan Economic Bulletin journal is founded in 2012 by the Institute of management, economy and finance of Federal state autonomous educational institution of higher vocational education "The Kazan federal university" (hereafter – IMEF KFU), the old name is the Bulletin of the Kazan State Finance and Economics Institute.

The journal is registered by Federal Service for Supervision in Telecom, Information Technologies and Mass Communications (Roskomnadzor), the certificate on registration of mass media is PI No. FS77-48457 of 31.01.2012.

ISSN 2305-4212

The journal is included in the catalog of the journals issued in the Russian Federation. A subscription index in the Press of Russia catalog is 39620.

The journal publishes six issues per year.

1.3. The main objective of the journal is to give opportunity to scientific community and practitioners to publish results of their research, to draw attention to the perspective and actual trends of economic science, to enhance an exchange of opinions between scientific community of Russia, the Republic of Tatarstan and foreign countries.

1.4. The main sections of the journal correspond to the group of specialties in economic sciences according to the Nomenclature of scientific professions approved by the order of the Ministry of Education and Science of the Russian Federation February 25, 2009 No. 59 "On the approval of the Nomenclature of scientists professions" (registration No. 13561 by the Ministry of Justice of the Russian Federation on March 20, 2009), with the changes made by orders of the Ministry of Education and Science of the Russian Federation of August 11, 2009 No. 294 (registration No. 14958 by the Ministry of Justice of the Russian Federation on October 2, 2009), of November 16, 2009 No. 603 (registration No. 15408 by the Ministry of Justice of the Russian Federation on December 8, 2009), of January 10, 2012 No. 5 (registration No. 23091 by the Ministry of Justice of the Russian Federation on February 1, 2012.), of February 20, 2015 No. 114

(registration No. 36946 by the Ministry of Justice of the Russian Federation on April 21, 2015) which declare that the journal is included in the list of the reviewed scientific publications where the main scientific results of theses for an academic degree of the candidate of science and of the doctor of science have to be published:

- 08.00.01 Economic theory;
- 08.00.05 Economy and management of a national economy (branches and fields of activity, including: economy, organization and management of the enterprises, branches, complexes; management of innovations; regional economy; logistics; labor economy; economy of the population and demography; environmental management economy; business economy; marketing; management; pricing; economic security; standardization and product quality control; land management; recreation and tourism)
- 08.00.10 Finance, monetary circulation and credit
- 08.00.12 Accounting, statistics
- 08.00.13 Mathematical and tool methods of economy
- 08.00.14 World economy

1.5. Thematic or target publications on materials of round tables and conferences can be presented in the journal.

1.6. В журнале может быть предусмотрено также место для кратких сообщений, дискуссий, рецензирования и рекламы.

1.6. Also the journal provides the place for short messages, discussions, reviewing and advertizing.

1.7. Circulation of the journal is 500 copies.

1.8. The journal is issued at the expense of the Institute of management, economy and finance of KFU.

## **2. EDITORIAL BOARD**

2.1. The Editorial Board (hereafter – editors) supervises journal edition.

2.2. The Editorial board is headed by Editor in chief.

2.3. The Editor in chief has one deputy.

2.4. The Editorial Board membership is approved by the decree of the Academic Council of the IMEF KFU.

2.5. The editorial board is formed according to the principle of maximum representation of various economic science fields from the leading scientists of the Institute of Management, Economics and Finance, and other Russian and foreign institutions.

## **3. WORK PROCEDURE OF EDITORIAL BOARD**

3.1. Editors provide scientific and organizational management of the journal issues, along with the author they are responsible for scientific and theoretical level of the published materials.

3.2. Editors define the requirements for submitted manuscripts.

3.3. Authors send papers directly to the Editor in chief in accordance with the requirements (Annex №1) and stated on the website of IMEF KFU.

3.4. Manuscripts received may be rejected by the Editor in chief or his deputy without consideration in case if they do not conform with the journal subject matter or manuscript submission guidelines.

3.5. Accepted manuscripts are sent for reviewing. Reviewers give a reasoned opinion on the material appropriateness for publishing in the journal.

3.6. A meeting of the Editorial Board makes the final decision about manuscript publication by open vote of simple majority of those present. The meeting of the Editorial Board is considered to be duly constituted if attended by more than 2/3 registered members.

Meeting is held by Editor in chief or his deputy.

#### **4. DUTIES OF EDITORIAL BOARD MEMBERS**

4.1. Members of the Editorial Board are involved in drafting perspective plans of the journal and in discussing the content of every issue.

The Editorial Board provides the original layout with the visa of Editor in chief prepared for printing to the print shop.

4.2. Editor in chief coordinates all efforts to complete the cycle of each issue, to review manuscripts, their editing, printing and distribution, endorses every issue of the journal "For press".

Editor in chief may delegate some of the powers to the deputy.

4.3. At the request of the Editor in chief members of the Editorial Board can participate in editing of manuscripts.

4.5. Editors determine the optimum deadline of manuscripts prepressing and issue of the journal, provide registration of submitted materials, their reviewing, correspondence with authors, proofreading sending, structure the contents of each issue and prepare copyright originals and electronic versions of manuscripts to be put into RSCI.

The secretary monitors the compliance of manuscript submission guidelines in accordance with the requirements of GOST and the Authors guidelines, provides free copies of the journal in accordance with the mailout list.

#### **5. REVIEW PROCESS**

5.1. Under the Regulations of the Editorial Board, manuscripts are subject to peer review process.

5.2. All manuscripts received by the journal should have internal and external reviews made by the referees with doctoral degree in relevant scientific sphere. Graduate students and degree candidates in economics should submit the department recommendations.

5.3. Reviewers are notified that manuscripts being the private property of the authors are not subject to disclosure. Reviewers are not allowed to make copies for their own use. Breach of confidentiality is only possible in the case of alleged inaccuracy or falsification of materials.

5.4. The review shall be conducted confidentially; the author of the work under review is given an opportunity to see the review.

5.5. Articles of members of the Russian Academy of Sciences, including the cases when the members are the first authors of the publication, and articles

recommended by the Academic Council of the Institute of Management, Economics and Finance, KFU, are not reviewed.

5.6. If the review contains an indication to revise the manuscript, the Editorial Board sends it to the author for revision.

5.7. If the review is negative, the manuscript can be re-reviewed. If rejected, the Editorial Board shall inform the author of a reasoned justification for the refusal, or send a copy of the review. Reviewer's name may be communicated to the author only with the consent of the reviewer.

5.8. If the Editorial Board does not share fully the views of the author, it has the right to do this footnote.

5.9. Original reviews signed by referees (or summaries thereof) are stored at least 5 years from the date of placing the work under review in the journal.

5.10. When requested, the Editorial Board sends reviews copies to the Ministry of Education and Science of the Russian Federation.

5.11. Review payment depends on the volume of peer-reviewed manuscripts and the cost of review services.