

**Procedure for reviewing manuscripts of research papers
addressed to the editorial office of the periodical
“Bulletin of Don State Agrarian University”**

1. All research papers received by the editorial office are assigned an editorial number with due consideration of all requirements to be met by authors. Research papers are required to be reviewed.

2. The executive secretary determines compliance of the received manuscript with the periodical profile and requirements for its formalization.

3. The technical editor sends the paper for reviewing to a specialist – a doctor of science who has a scientific specialization closest to the subject of the paper.

4. The review period is determined taking into account conditioning for the quickest publication of the paper (2-3 days).

5. The review covers the following issues:

- compliance of the paper matter with the subject stated in the title.
- relevance of the paper.
- brief description of the most important aspects of the paper.
- scientific novelty and practical significance of the materials presented in the paper.
- intelligibility in terms of language, style, lay out, clarity of tables, diagrams, pictures and formulas.
- advisability of publishing the paper taking into account previously published papers.
- benefits as well as drawbacks of the paper, what corrections and additions should be made by the author.

In view of the foregoing, the reviewer:

- recommends the paper for publication in the periodical.
- recommends the paper for publication in the periodical after its being revised.
- does not recommend the paper for publication in the periodical.

6. Reviews are authenticated and stamped in accordance with the procedure established in the institution where the reviewer works.

7. Research papers are reviewed confidentially. The author of the reviewed paper is given the opportunity to read the text of the review. Breach of confidentiality is possible only if the reviewer claims that the materials presented in the paper are not reliable or falsified.

8. If the review contains recommendations to correct and revise the paper the executive secretary sends the author the text of the review with a proposal to take them into consideration while preparing a new version of the paper or to refute them (partially or completely). The paper revised by the author is re-sent for reviewing.

9. The paper that is not recommended for publication by the reviewer is not accepted for re-consideration. The materials of the paper are not returned. The text of a negative review is sent to the author by e-mail.

10. A positive review is not a sufficient reason for publishing a paper. The final decision on whether to publish is made by the editorial board of the periodical and is recorded in the minutes of its the meeting.

11. After the editorial board makes a decision to publish a paper the executive secretary informs the author about it and specifies the date of publication. The text of the review is sent to the author by e-mail.

12. Original reviews are kept in the editorial board or editorial office for five years.

Copies of reviews may be sent to the Ministry of Science and Higher Education of the Russian Federation on request addressed to the editorial office.