

MANUSCRIPTS REVIEWING PROCESS

1. A double-blind peer review method is mandatory for processing of all scientific manuscripts submitted to the editorial staff of "The humanities and social sciences".
2. Executive secretary registers article and sends it for reviewing to one or if it is necessary to two reviewers, having science specialization which is closer to the topic of an article and publications on the topic of the reviewed article for the last three years.
3. The reviewer evaluates conformity of an article to the scientific profile of the edition, its relevance, novelty, theoretic and (or) practical significance, presence of conclusions and recommendations.
4. The terms of an article reviewing – are no more than two weeks from the date of receipt by a reviewer. The terms are determined by the chief editor (deputy editor) or by the executive secretary, taking into account creation of conditions for maximum operational response to the author of an article.
5. Reviewing is conducted confidentially for the authors of articles, has insular nature, reviews are given to the author of the manuscript on a written request without signature and surname indication, job position, reviewer's place of work. Review with an indication of authorship can be given according to appropriate request of expert council in State Commission for Academic Degrees and Titles of Ministry of Education and Science of RF.
6. Privacy violation is possible if a reviewer announces the falsity or falsification of materials, presented in the manuscript.
7. The reviewer has the right to point the need of making additions and specifications to the manuscript, which then is sent to the author for updating. In this case delivery date of an article to the editors office is considered to be the date of updated article returning.
8. In case if the author disagrees with reviewer's opinion then by agreement with editorial staff the manuscript can be sent to the second (additional) recension.
9. If two different reviewers give negative review to a manuscript or one negative review to its updated variant, an article is rejected to be published.
10. Absolute reasons for a manuscript rejection are: violation of the scientific citation rules or plagiarism; presentation of a manuscript, earlier published in other edition.
11. If an article is rejected to be published in the journal, an author receives reasonable refusal.
12. After reviewing chief editor (deputy editor) and if it is necessary the whole editorial staff take decision of publication practicability.
13. The manuscripts, prepared by authors in full accordance with requirements edition and approved by reviewers are affirmed to publication.
14. Executive secretary informs an author about decision on the article.
15. With an appropriate request review copies on published articles are sent to Ministry of Education and Science of RF.
16. Reviews are stored at the editor's office for 5 years.