



Министерство образования Московской области  
 Государственное бюджетное образовательное учреждение  
 высшего образования Московской области  
 «Технологический университет»  
 Система менеджмента качества  
 Положение о порядке направления, рецензирования и  
 опубликования научных статей

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CONTENTS OF A DOCUMENT

1. GENERAL PROVISIONS .....	3
2. THE RIGHTS OF DESTINATIONS ARTICLES.....	3
3. THE RULES OF REVIEWING ARTICLES.....	4
4. THE RIGHT OF PUBLICATION ARTICLES.....	5



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## 1. GENERAL PROVISIONS

1. This Regulation on reviewing copyright original manuscripts submitted for publication in the mass media of the journal " Information and technological bulletin " (the magazine) defines the procedure for sending, review and publication of research papers received by the Editorial Board.
2. Regulations have been developed in accordance with the Charter of the organization.
3. The internal review is carried out in a timely, confidential, not disclosed the name of the reviewer.
4. In the review, as a rule, should be briefly assessed:
  - overall scientific level of the work;
  - the name and its compliance with the content of the article;
  - relevance of the topic;
  - scientific novelty, the theoretical and practical significance of the findings;
  - structure of the work;
  - opinion of the reviewer about the possibility or impossibility of the publication of the manuscript.
5. The publication shall review all incoming materials to the editor corresponding to its category, with a view to peer review. All reviewers are acknowledged experts on the subject of peer-reviewed material and have in the last three years, publications on peer-reviewed articles.
6. Reviews stored in the publishing and edition of five (5) years.
7. Issue publications to the authors of submissions or copies of reviews of a reasoned refusal, and also undertakes to send copies of reviews in the Ministry of Education and Science for admission to the editor publication prompted.

## 2. THE RIGHTS OF DESTINATIONS ARTICLES

1. To the Editor sent one carefully read through and signed by the author (co-authors) copy of the article with the summary and key words, information about the author (s), and an electronic version of all documents.



2. Article accepted for consideration only on condition that it meets the requirements and subject to the registration requirements of the manuscript.
3. Article logged executive secretary in the log entries with the date of receipt, name, name author (s), place of work of the author (s). This information also included in the database.

### 3. THE RULES OF REVIEWING ARTICLES

1. The chief editor sends the manuscript for review without the author to become a member of the editorial board, supervising the appropriate direction (scientific discipline). In the absence of a member of the editorial board or receipt of the article by a member of the editorial board of the chief editor sends the article to review the external reviewers.
2. Each scientific paper should have a specialist review the relevant scientific profile. In addition, the recommendation should be submitted to the department, provided the publication of articles graduate candidates for a degree of candidate of economic sciences.
3. The reviewer must consider manuscript aimed for 2 weeks of receipt and to send to the editor (by e-mail, mail) a reasoned refusal to review or a review of the manuscript.
4. The reviewer may recommend the article for publication; recommended for publication in final form (including comments); not to recommend the article for publication. If the reviewer recommends an article to be published in final form (including comments), or does not recommend an article for publication - in the review shall provide reasons for such a decision.
5. Involvement of external reviewers is possible in the case when:
  - No member of the editorial board, responsible for a certain area (scientific discipline);
  - Member of the editorial board refuses to prepare the review;
  - editorial board does not agree with the view expressed in the opinion of the editorial board member of the review; Article comes from a member of the editorial board.



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#### 4. THE RIGHT OF PUBLICATION ARTICLES

1. Upon receipt of the reviews at the next meeting of the editorial board are considered received the article and the final decision about the publication or to refuse to publish articles. On the basis of the decision to the author (s) shall be sent a letter (by e-mail, mail) on behalf of the executive secretary of the editorial board. In a letter to an overall assessment of the article, if the article can be published in final form (including comments) - provides recommendations for improvement (removal of comments), if the article is not accepted for publication - the reasons for such a decision.
2. Article aimed author of the editorial board after the removal of the comments addressed in general terms. The logbook is a mark of the date of receipt of a new version of the article.
3. Payment to postgraduates and doctoral for publishing articles will be charged.

Chief Editor

  
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V.M.Artushenko