

PROCEDURE FOR REVIEWING RESEARCH PAPERS, SUBMITTED TO THE EDITORIAL BOARD OF “VETERINARY SCIENCE TODAY” JOURNAL

1. This procedure has been developed according to the Order of the RF Ministry of Education and Science No 793 as of July 25, 2014, Moscow on Approval of rules for forming a list of reviewed scientific publications where basic results of candidate of science theses, doctor of science theses and requirements for reviewed scientific publications shall be published for their inclusion in the list of reviewed research publications where basic results of candidate of science theses, doctor of science theses shall be published (amended February 17, 2016).
2. Research paper manuscripts are registered by the executive editor immediately after they have been received (by mail, e-mail, submitted personally by the author) in the “Log of materials for publication”.
3. The executive editor within seven working days shall notify by e-mail the authors of the paper (when received personally from the author or by mail (including e-mail)) that the paper has been received.
4. All manuscripts submitted to the journal undergo the check for borrowed material using “Antiplagiarism” software and two-level peer review (the editorial board – external peer review and the editorial staff of the journal “Veterinary Science Today” – internal peer review).
5. Manuscripts not complying with the journal’s requirements (p.17.1 of this Provision) are neither registered nor admitted for further reviewing and the authors are notified about that.
6. The executive editor forwards the registered manuscripts to the specific reviewer (reviewers) having doctor or candidate of science degree in accordance with the specialty (specialties) of the submitted paper.
7. The reviewer is designated by the deputy chief editor from among the members of the editorial board (upon the agreement with the chief editor).
8. The editorial board approved by the chief editor’s order for peer review consists of external reviewers involved on a voluntary basis (leading experts in the paper’s topic).
9. In case disputes arise (if the author does not agree with the remarks) additional reviewer can be involved (both external and internal). In this case the paper is forwarded by the executive editor to another reviewer (upon agreement with the chief editor).
10. Papers of the designated below authors are published without reviewing (in case they comply with the requirements for publications):
 - Fellows of the Academy of Agricultural Science and other national academies of sciences (academicians and corresponding fellows);
 - papers recommended for publication by the FGBI “ARRIAH” scientific board (speeches of the General meeting, scientific reports listened to during the FGBI “ARRIAH” scientific board meeting and recommended for publication, formatted as papers).
11. Reviewing of manuscripts by the members of the editorial board is performed confidentially. Reviewers’ names are not disclosed.
12. The review is certified (signature of the reviewer, stamp of the institution) according to the procedure established in the institution where the reviewer works.

13. Manuscripts of the papers are subject to additional reviewing by the editorial board of the journal. The peer review should reflect all characteristics of the reviewed paper according to the form approved in the Provision on editorial office of the journal “Veterinary Science Today”.

14. Recommendations on the contents of the peer review (for external reviewers):

14.1. General characteristics of the paper (title, authors, length)

14.2. General characteristics of the problem of the paper (scope, theme)

14.3. Correspondence of the problem of the paper to the problem of the journal section.

14.4. Relevance of the paper’s problem

14.5. Characteristics and assessment of the paper’s contents:

- correspondence of the contents of the paper to the theme expressed in the title;
- novelty of the contents of the paper;
- reasonability of the paper’s publication considering the previously published materials on this topic and interest for the specific reader;
- positive aspects and drawbacks of the paper, corrections and additions to be made by the author (if present).

14.6. Remarks on the text and formatting of the paper’s material (including reduction of the length of the paper without detriment to understanding the scientific ideas and results)

14.7. Objective and conceptual reviewer’s remarks aimed at increase of scientific and methodical level of the manuscripts.

The final part of the review shall contain substantiated conclusions on the manuscript, clear recommendation on reasonability of its publication and one of the following decisions:

- recommendation to accept the manuscript for publication in the journal “Veterinary Science Today”
- recommendation to accept the manuscript for publication in the journal “Veterinary Science Today” with technical editing);
- recommendation to accept the manuscript for publication in the journal “Veterinary Science Today” after the author corrects all the reviewer’s remarks and the paper is forwarded for the repeated reviewing to the same reviewer;
- recommendation to refuse the manuscript (paper) publication as it does not meet the requirements for the scientific journal with indication of specific corrections (In this case the paper not recommended by the reviewer to publication is not accepted for the repeated reviewing). In case the review is negative the reviewer shall persuasively justify conclusions he made.

The reviewer signs the review indicating his name, scientific degree/title and date.

15. The terms of reviewing are determined by the executive secretary of the editorial office (executive editor) taking into account the projected date of the journal publication, but not less than three weeks **.

16. Reviewing is performed on a voluntary basis**.

17.1. In case of the refusal to publish the paper the executive secretary (executive editor) forwards the author the substantiated refusal. Papers are refused for publication in the following cases:

- they don't fit the profile of the journal and publication requirements;
- there is no corrected variant of the manuscript (or substantiated refutation of the remarks);
- low quality of the scientific paper (including insufficient information required by the generally accepted structure of the research paper, no statistical analysis of the experimental observations, insufficient justification of the conclusions with experimental data and data from publications), repeated publication of researches;
- some author's rights and ethical norms are violated.

17.2. In case of negative review the executive secretary (executive editor) addresses the author a copy of the review with a suggestion to elaborate the paper basing on the reviewer's remarks or refute them in a well-argued manner.

18. The corrected paper should be returned to the editorial office not later than two weeks after the remarks were received. In case the paper is not returned to the editorial office after this period expires or if more than two periods for corrective work are needed the initial date of its registration is annulled and the submission date is the date when the final variant of the paper was submitted**.

19. In case of positive peer review the manuscript is transferred to the chief editor (or deputy chief editor) for its approval for publication in the journal "Veterinary Science Today". If needed the decision on reasonability of publication after peer-reviewing is taken by the editorial staff**.

20. The manuscript approved for publication is forwarded to the technical editor. Minor stylistic, nomenclature, formal corrections not affecting the contents of the paper are made by the technical editor without agreeing with the author. If necessary the edited manuscripts are returned to the author for approval**.

21. The priority order of publication is established basing on the date of chief editors approval**.

22. The priority is given to**:

- papers acknowledged by the editorial staff as high-priority and significant;
- reviewer's papers (external and internal) upon presentation of the editorial board of the journal (not more than two a year);
- papers to be rapidly published for reasons affecting the author's interests and acknowledged by the editorial staff as deserving attention (if the paper preparation process does not require a great amount of the author's corrections).

23. The editorial board of the journal shall make reviews not only for authors of papers but also upon the request of Ministry of Education and Science of the Russian Federation and/or Higher Attestation Commission at the Ministry of Education and Science of the Russian Federation**.

24. Reviewers as well as the editorial staff are not eligible for using the information on the contents of the paper prior to its publication in their own interests. Manuscripts are the private property of the authors and belong to data not to be disclosed**.

25. Manuscripts, both approved for publication and refused, are kept (together with reviews) in the archive of the editorial office for five years. Manuscripts are not returned to the authors.

26. If the authors are not staff members of the FGBI ARRIAH, the editorial board reserves the right to choose an eligible peer reviewer among the FGBI employees.

Notes:

*In case of a group of authors – the first author in the list.

** Points 15-24 of this provision are applicable to external as well as internal reviewers.