

Regulations on the procedure of reviewing the manuscripts (materials), submitted for publication to Editorial board of scientific and practical journal "Pest-Management"

1. Generalities

1.1. For publication in the journal "Pest-Management" each scientific manuscript with no exception must be preliminarily reviewed. These Regulations specify the procedure and forms of scientific manuscript processing and the requirements for the advisers

1.2. These Regulations correspond to the requirements of the Higher Attestation Commission (VAK) to the reviewing institution in Russian scientific journals.

2. The procedure for submitting the author's manuscript to the Editorial board

2.1. The Manuscript is only accepted for consideration if it meets the Instructions for authors on "Pest-Management" web- site, the "Authors" section.

2.2. All materials must be open. The presence of any restrictive classification is the ground for material rejection in open access publication.

2.3. Manuscript in printed and identical electronic forms should be sent to the Editorial Board in Russian. The author should submit the packet of documents, including the text of manuscript and Author's Form. Printed materials must be sent to the Editorial office: NPSEE "Institute of pest management" (НЧХОУ "Институт пест-менеджмента"), p.o. 36, Moscow, 117342, Russia and electronic version - via e-mail (rat-info@mail.ru). Tel.:+7 495-334-20-00

The printed version of the manuscript must be signed by all the authors.

Documents that are sent via e-mail only (without printed version of the listed above documents) are not considered.

2.4. The scientific manuscript is registered by Executive Editor in the manuscript book with registration the date of reception, the author/s name(s) and workplace(s). Each manuscript is assigned its unique registration number. Above-listed data are also included in the database.

3. Procedure for scientific manuscripts reviewing

3.1. All the manuscripts of scientific papers, received by the Editorial board for publication in the journal «Pest Management» are subject to reviewing. Exceptions are:

- a) the manuscripts authored by academics;
- b) the manuscripts specially commissioned by the Editorial board;
- c) information-reference materials, reviews, comments, etc., published under the following Journal sections are not considered scientific papers, and referred to the information reports:

Regulatory documents.

Reports.

Training.

Conferences.

Collaboration.

Personal.

Projects.

In disinfectors assistance

3.2. Reviewing is conducted confidentially for the authors. The review should be given to the author of the manuscript without signature, name and workplace of the reviewer. The review with the reviewer's data can be provided by the special request by VAK (Higher Attestation Commission) council of experts Confidentiality breach is only possible in the case of the reviewer's application on unreliable or falsified material in the manuscript.

3.3. Manuscripts reviewing is carried out in 2 stages:

1st stage - an express-evaluation of the manuscript for compliance with materials to requirements for publishing in the journal "Pest-Management". Manuscript express-evaluation should be done by Executed Editor of the scientific journal within 10 workdays after the date of the manuscript receiving by the Editorial board.

If submitted manuscript doesn't meet the requirements for publications in the Journal, Executive Editor informs the author(s) about the results of the manuscript express-evaluation and rejects / or receives the manuscript for following review.

2nd stage - reviewing. Reviewing is organized by the Editorial board. Chief editor gives the invited advisers (reviewers) in appropriate field the article for reviewing. Advisers should be notified about the authors' private ownership of the referred manuscripts .

The adviser (reviewer) should process the manuscript within two weeks from the date of its receipt and give back to motivated conclusion of the scientific publication Editorial office (via e-mail).

If the review contains recommendations for improvement and revision of the author's manuscript, the Executive editor of the journal sends the review back to the author with a proposal to take into account the reviewer's recommendations for new version of the manuscript.

The revised according to received recommendations manuscript should be sent by the author to the Editorial board and considered in routine procedure. The date of new manuscript version receipt is registered in the manuscript book.

In case of high amount of critical remarks by the reviewer under overall positive appreciation allows to attribute the manuscript to the category of polemical material and to publish it as scientific debate.

In the presence of sufficient grounds the manuscript may be sent for additional reviewing.

3.4. After receiving the reviews the Editorial board considers the received papers at the next regular meeting and makes a final decision about publication or rejection of manuscript publication on the grounds of review evaluations.

According to the meeting decision the author/s is/are sent a letter (via e-mail, mail) on behalf of the Executive editor. The letter contains an overall evaluation of the manuscript, if the manuscript may be published after correction/ recommendations for corrections according to received reviewer's remarks/ withdrawal the critical remarks, or the reasons for rejection in manuscript publication in case of negative decision.

3.5. The manuscripts may be published in scientific and practical journal according to the order of priority recommended by the Editorial board.

3.6. Follow-up work with the manuscript, received for publication is carried out by the editorial staff according to technological process for the issue preparation. The editorial staff doesn't undertake any obligation for the terms of the manuscripts publishing.

3.7. The review originals should be stored in the editorial office for a year from the date of the manuscript publication.

3.8. The Editorial board has the right to not accept the manuscript for publication in the following cases:

-Non-compliance by the author/s the rules of manuscript preparation.

-Non-compliance the material to the scientific journal subjects.

-The negative manuscript evaluation by the reviewer .

3.9. The Editors do not keep rejected manuscripts. Manuscripts accepted for publication are not returned. Manuscripts received a negative evaluation by the reviewer are not published and not returned to the author.