



УТВЕРЖДАЮ

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«Гуманитарные ведомости ТГПУ

им. Л.Н. Толстого»

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Rules of submission, reviewing, and publication of scientific articles in the journal «Gumanitarnyye vedomosti TGPU im. L. N. Tolstogo»

The current «Rules of submission, reviewing, and publication of scientific articles in the journal «Gumanitarnyye vedomosti TGPU im. L. N. Tolstogo» (hereinafter, the Rules) defines an order and procedure of submission, reviewing, and publication of scientific articles in the scientific journal «Gumanitarnyye vedomosti TGPU im. L. N. Tolstogo». Responsibility on the observance of the Rules lies on a chief editor of the journal. The responsible editor of the journal exercises current control over compliance with the requirements provided for by the above-mentioned documents.

1. The rules of submission

1.1. The manuscript of an article must be designed in accordance with the Requirements.

1.2. The manuscript of an article submitted for publication must be a finished research study and contain new scientific results. The articles of review, biographical, promotional character, the reviews on the scientific monographs are being written, as a rule, on an order of the editorial board of the edition and registered in form specified by the editorial board.

1.3. Total volume of a manuscript of an article must be 0.4–1.5 printer's sheet.

1.4. The manuscript of an article and the application (the sample of an application is placed on the magazine site <http://tsput.ru/journals/21957/>) are sent to the editorial office by email to an address: gumved@tsput.ru or they are provided through a scientific publication submission system of «Portal of TSPU scientific journals» <http://tsput.ru/journals/>. The source files of illustrations can be enclosed to the article, if necessary, in one of the formats: JPEG, TIFF, and BMP (each illustration must be put in a separate file).

2. Rules of reviewing

2.1. The current part of the Rules defines an order and a procedure of review of author's originals of articles (manuscripts) that were sent to the journal editing office. «Gumanitarnyye vedomosti TGPU im. L. N. Tolstogo» (hereinafter, the journal).

2.2. Editorial board of the journal organizes and implements articles reviewing in order to provide and maintain high scientific and theoretical level of the edition and to select the most valuable and topical (advanced) scientific papers. The corps of reviewers, including the editorial board members, carry it out.

2.3. All materials presented for publication in the journal are subject to reviewing.

2.4. **An article's primary consideration procedure includes:**

2.4.1. The Editorial Office of a journal accepts articles and materials reflecting scientific views, results, and achievements of fundamental and theoretical-applied studies in the field of humanities and social sciences by the main sections: «Philosophical sciences», «Theory and History of Culture», «School textbook as an informational code

of culture». The materials, which do not correspond to topics of enumerated subject areas, are not accepted to consideration.

2.4.2. The article is accepted for being considered by the journal editorial office under a condition that it meets requirements provided by the Rules, posted on the journal website at <http://tsput.ru/journals/21957/>.

2.4.3. The materials are accepted only by email of the editorial office (gumved@tsput.ru) or through a scientific publication submission system of «Portal of TSPU scientific journals» <http://tsput.ru/journals/> in the following form:

- a carefully proofread copy of an article registered in accordance with the Requirements, unpublished earlier anywhere and containing an abstract (100–250 words), keywords (8–10) in Russian and in English, as well as references;

- an application for publication (Attachment 1).

2.4.4. The article materials must be of an open nature. Presence of a restrictive stamp serves as the grounds for material rejection of publication.

2.4.5. The notification of authors is carried out by receiving of materials by the executive editor and/or technical editor during three working days.

2.4.6. The manuscript of a scientific article that arrived to the editorial office of a journal is reviewed by a layout editor for completeness of a package of presented papers and a compliance of a manuscript of an article with the Requirements and with a specialization of the journal. In case of non-compliance with terms of publication, the article is not accepted for the further consideration.

2.4.7. The article corresponding to a journal specialization and layout requirements is registered by a layout editor in a log book for manuscripts that arrived to the editorial office with specification of the entry date, title, full name of an author (authors), place of work of an author (authors) and it is directed to review by the editorial board.

2.5. Order and procedure of manuscripts review:

2.5.1. All the articles that arrived to the editorial office of the journal are undergoing mandatory reviewing (expert review).

2.5.2. Scholars who are recognized as authority and work in the field of knowledge to which the content of a manuscript relates are involved in reviewing. The reviewer must have the academic degree of Ph.D. or Doctoral Degree.

2.5.3. The reviewers are obliged to follow ethical requirements of «Committee on Publication Ethics» (COPE).

2.5.4. Bilateral «blind» review of articles is accepted in the journal (*double-blind* – the author and the reviewer do not know about each other). Reviewers evaluate an article for the degree of relevance of a topic and scientific originality as well as its structure and the style of presentation. All comments and suggestions are made to the article in the review. If the notes made by a reviewer are removable, the article is sent to the author for revisions. The editorial office of the journal reserves the right to refuse to publish the author's work who wished to leave a reviewer's comments without attention.

2.5.5. The reviewers must consider an article directed to them in the set terms and send the complete review or substantiated refusal to review with reasons given to the editorial office by email in a proper format.

2.5.6. The terms of reviewing in each case are determined with consideration for the creation of conditions for quick publication of an article, but for not more than 20 days after the moment of receiving of an application for publication by an editorial office

of the journal. The term can be increased in case of necessity of additional reviewing and/or temporary absence of a sectional reviewer.

2.5.7. The editorial office of the journal recommends the reviewers to use a standard form of review.

2.5.8. Based on the results of review, the reviewer present one of the following decisions for consideration by the editorial board of the journal:

- to recommend the article for publication;
- to recommend the article for publication after the refinement/revisions done;
- not to recommend the article for publication.

2.5.9. If the reviewer recommends an article for publication after implementing corrections or does not recommend an article for publication, the review must specify the particular reasons of such a decision with a clear formulation of informative and/or technical deficiencies revealed in a manuscript with indication of particular pages if it is necessary. The reviewer's remarks and wishes must be objective and principled, aimed at increase of scientific and methodological level of a manuscript.

2.5.10. The publication reviews all materials received by the editorial board that correspond to its subject matter, with the aim of their expert assessment. All reviewers are recognized experts on the subject of the reviewed materials and have publications on the subject of the reviewed article over the past 3 years. Reviews are stored in the publishing house and the editorial office for 5 years.

2.5.11. The editorial Board sends the authors of submissions copies of the review or a reasoned refusal, and shall also send copies of reviews to the Ministry of education and science of the Russian Federation for admission to the editors of the relevant request.

2.5.12. To publish the articles of students, graduate students and candidates for Ph.D. editorial Board has the right in addition to the above reviews to request a review of the supervisor, which does not exclude ordinary review procedure.

2.6. Decision on publication:

2.6.1. After receiving reviews at the regular meeting of the editorial board, the matter on received articles is considered and a final decision on publication of an article or the refusal to publish is taken on the basis of reviewers reports. The decision of the editorial board is made by the simple majority of votes (the members of the editorial board who cannot be present in a meeting receive all necessary materials a day before a session of the editorial board from the editorial board and can vote in absentia). At an equality of votes, the chief editor's vote is decisive. The quorum for decision-making is determined at the level 50 % of the total number of the editorial board members.

2.6.2. When making the final decision on acceptance of an article or refusal of publication, the editorial board draws a conclusion. The conclusion of the editorial board must unambiguously characterize theoretical or applied significance of a study, correlate an author's conclusions with existing scientific concepts. Assessment by a reviewer of personal contribution of an article author to resolution of a considered problem is the necessary element of the conclusion. The conclusion ends with overall assessment of the article and a recommendation for publication or informative refusal of the material.

2.6.3. On the basis of the decision, a letter is sent to the author (s) on behalf of the executive editor and/or technical editor by e-mail in which the overall assessment of the article is given and the decision regarding the materials submitted by the author(s) is presented.

2.6.4. If the article can be published after implementing changes, recommendation on refinement/removal of comments are given in the letter. The reviewers and editors of the journal do not enter discussions with authors of an article about made comments.

2.6.5. The article submitted by an author (authors) to the editorial office after refinement/removal of comments undergoes the review by same reviewer or by another reviewer appointed in the discretion of the editorial board.

2.6.6. When having a significant share of a reviewer's critical remarks in an article and general positive recommendation, the editorial board can assign material to a category of polemical ones and can publish it by a way of a scientific discussion.

2.6.7. In case of rejecting an article from publication, the executive editor and/or technical editor of the journal sends the author an informative refusal during three working days.

2.6.8. The article not recommended by a reviewer to publishing is not accepted for repeat consideration.

3. The rules of publication

3.1. Publication frequency of the journal release is 4 times a year. The editorial board sets the particular months of the journal release at the beginning of the calendar year.

3.2. The meeting of the journal's editorial office board is held not less than 4 times a year. A chief editor when required holds the meetings of editorial office staff.

3.3. A responsible editor of the editorial board carries out preparation of a journal layout.

3.4. After approval of a corresponding layout by a chief editor, the layout editor and the employee of the TSPU Research and Education, Library and Information Centre carry out technological layout correction.

3.5. Not later, than on the last day of a calendar month (in accordance with issues release schedule), the journal is posted in the TSPU portal of scientific journals.

3.6. In the three-month term, the employee of the TSPU Research and Education, Library and Information Centre passes the information about published scientific articles to the Russian Science Citation Index (RSCI).