

## **PROCEDURE FOR FORWARDING AND PUBLISHING RESEARCH PAPERS ADDRESSED TO THE EDITORIAL OFFICE**

The periodical is issued in two parts. **The first issue** publishes research papers in the following fields (sections): agronomy, veterinary medicine, animal science, biotechnology, technical sciences and agricultural economics.

**The second issue** publishes research papers on humanities: philosophy, cultural science, political science, economics, sociology, history, pedagogy and psychology, legal science and philology.

### **1. Rules for forwarding research papers**

1.1. For publication in a scientific periodical “Bulletin of Don State Agrarian University” (4 issues per year) a paper in a field of study relevant to the periodical’s sections previously unpublished by the author(s) is accepted.

1.2. Papers addressed to the editorial office must comply with **the requirements for research papers and publications in the periodical “Bulletin of Don State Agrarian University”**.

1.3. All manuscripts submitted for publication in the periodical are anonymously reviewed. On having reviewed the paper the editorial board makes final decision on whether to publish the submitted materials.

1.4. The authors are legally and otherwise responsible for the evidential presentation of the materials addressed to the editorial office. The editorial board reserves the right to make editorial changes and reduce a paper. Proof sheets are not provided to the authors.

1.5. Papers are accepted for publication no later than the last day of the second month of the current quarter.

### **2. Rules for publishing research papers**

2.1. The given rules decide the order of interaction between the authors of research papers, the editorial board and reviewers, as well as regulate the process of publishing research papers.

2.2. A carefully proofread copy of the paper formalized in accordance with the rules for forwarding research papers should be addressed to the editorial office.

2.3. The received paper is registered in the paper log, admission date, title, full name of the author(s) being entered. The article is assigned an individual registration number.

2.4. After being registered the paper is sent by e-mail to the chief editor (deputy chief editor) for initial evaluation. The chief editor (deputy chief editor) appoints a reviewer for the paper.

2.5. The reviewer being appointed, the personal data of the author(s) is deleted from the paper. In this form the paper is sent to the reviewer by e-mail.

2.6. Having given expert opinion, the reviewer addresses the formalized review to the editorial office. Reviews are presented in the form of scanned copies

by e-mail or in paper form by mail. If the reviewer has comments and suggestions on the paper that entail its revision the reviewer along with the review can send a corresponding letter in any form to the editorial office and/or the text of the paper indicating the necessary corrections.

2.7. On having received the review the editorial board sends an email to the author (authors) about the decision made regarding the paper: to publish, to publish after revision, to reject the publication. If the decision is made to publish the paper after revision the e-mail provides recommendations for revision. If the decision is made to reject the publication the reasons for such a decision are provided.

The editorial board addresses the paper revised by the author upon the recommendation of the reviewer to the same reviewer for a second review.

2.8. If the paper is recommended for publication it is edited – technically and literary and proofread. The final version of the paper prepared for publication is agreed with the author(s).

2.9. The future issue of the periodical includes papers for which by the time of imposition beginning (in accordance with the production schedule) there are reviews recommending publications and agreed with the author(s).

2.10. The period for reviewing papers addressed to the periodical is no more than 7 days from the date of the paper admission.

2.11. The period for making a decision regarding the paper addressed to the periodical is no more than 3 days from the date of the review admission.

2.12. Papers accepted for publication are published **free of charge**.

**The editorial board ensures permanent storage of published research papers, their accessibility and provision of mandatory copies of the publication in accordance with the established procedure.**