

Bulletin of the Kemerovo State University Guidelines for article submission

1. Manuscript submission

- 1.1. You can e-mail your set of files (1) application for publication; 2) the text of the article; 3) additional materials (figures, tables)) to our editorial board (vestnik@kemsu.ru) or register your personal account on our site and submit your article there.
- 1.2. Please, let us know in your cover letter if you have already tried to submit your paper to another journal but it was not accepted. Otherwise you might be mistakenly suspected of plagiarism.
- 1.3. Our editors neither discuss the manuscripts with their authors nor give advice on formatting, style, and content improvements.

2. Registration and initial check-up

It seldom takes our team more than 5 days to register and check up a manuscript. You will be informed about the current status of your manuscript by e-mail. If no confirmation has arrived within 5 days, it might mean that there has been a mistake and we did not get your manuscript. In this case, please, contact us by calling +7(3842)581301 or sent us another e-mail.

- 2.1. At the initial stage, the editor makes sure that your paper meets the following general and formatting requirements ([Information for authors](#)):
 - the topic corresponds with one of the traditional sections of the journal;
 - publication ethics (the manuscript contains no plagiarism; the references are correct and accurate; the material has been previously unpublished in other journals);
 - format (wordage, structure, number of key words, the size of the abstract, the English version of the abstract, key words, etc., references, quotes, etc.)
- 2.2. If your manuscript fails to meet the publication ethics or profile of the Bulletin, you will receive a substantiated letter of rejection.
- 2.3. If your manuscript fails to meet the format requirements, you will be given 10 days to correct the mistakes. In case the improved version arrives later than that, it will have to go through the initial stage again.
- 2.4. Should you have any difficulties while formatting your manuscript, please, consult our [guidelines](#).

3. Peer review stage

- 3.1. After your paper has successfully passed the initial check-up stage, it will have to undergo a double-blind review. Reviewers will be appointed by the editorial board.
 - The double blind peer review can be conducted by the members of the Editorial Board or by acknowledged academic specialists in the sphere.
 - Reviewers follow [the rules of publication](#) ethics established by the editorial board.
 - Appointed reviewers can refuse to analyze the manuscript in case there is a conflict of interest or if they cannot provide an unbiased review for some reason.
- 3.2. Reviews ([review sample](#)) are written in free form; however, they clarify the following compulsory aspects:
 - Does the paper correspond with the profile of the journal?
 - Is the topic relevant?
 - Does the paper possess any theoretical and practical significance?
 - Is the author's approach novel?

- Is the style scientific and clear?
We will normally send you anonymous reviews of you paper within 21-60 days.
- 3.3. The reviews contain one of the following recommendations:
 - publish the paper as it is;
 - publish the paper after it has been improved according to the recommendations of the reviewers if the author agrees to make such improvements;
 - publish the paper only after it has been improved according to the recommendations of the reviewers;
 - reject the manuscript with the right to resubmit it;
 - reject the manuscript with no future resubmission.
- 3.4. Your manuscript might have to undergo an extra review if considered necessary.
- 3.5. In case the editor e-mails you a list of suggested improvements, you can accept them or to give a substantiated refusal.
- 3.6. Please e-mail your improved variant back to the editor within 30 days; otherwise your manuscript will have to start from square one.
- 3.7. Your improved version has to be accompanied by a cover letter as a separate file (Name_answer) where you will have to respond to the criticism and explain all the improvements you have made in your paper (Name_paper_improved). Please highlight all the improvements in the text.
- 3.8. If the reviews are negative, you will be sent a substantiated rejection letter signed by the chief editor or the deputy editor.
- 3.9. In case of rejection, you may challenge our decision by sending a letter of appeal to the chief editor. In your letter, please, explain why your manuscript should be reconsidered. Enclose an improved version of your paper, if necessary. Please, mind that the decision made by the chief editor is final and cannot be challenged.
- 3.10. The chief editor considers the final edited version of every paper, reviews, and the author's response and makes the final decision (approved / returned to the author for further revision / rejected). After that, the editor will inform you about the final decision of the chief editor within 10 days.
- 3.11. Should you need a copy of the reviews, do not hesitate to send us your request. Mind that the copy will be anonymous.
- 3.12. Copies of all reviews can be submitted to the Supreme Qualifying Committee upon request.
- 3.13. Original reviews are stored in the editorial office for 5 years.
- 3.14. In case the authors do not respond to the constructive feedback from the reviewers or the editor, the manuscript is likely to be rejected.

4. Publishing stage

- 4.1. After your manuscript has been accepted for publishing, you will be sent a letter with the publishing date. We can send you a confirmation letter upon request.
- 4.2. The publishing date depends on the registration date. However, research materials of high relevance can be given higher priority.
- 4.3. If your paper has been accepted, it does not mean that it will be published in the next issue. The editorial board can change the order of priority without explanation, if necessary.

5. Retraction

- 5.1. Retraction can be initiated by authors, readers, reviewers, editors, and other publishers by officially appealing to the Editorial Board. An expertise conducted by the Editorial Board can also trigger a retraction procedure ([Retraction policy](#)).