

THE RULES FOR SUBMISSION, REVIEW AND PUBLICATION OF ARTICLES AT THE EDITOR'S OFFICE OF JOURNAL «BIBLIOGRAPHY»

1. The procedure for the submission of scientific articles.

1.1. Editor's office accepts for publication works, corresponding to the profile of this edition, no more than 12 pages (one and a half interval, type size 12, Times font, with the margins: top and bottom – 2 cm, left – 3 cm, right – 1.5 cm).

1.2. Each articles must be available in electronic form (if possible with printout), in doc format or similar to it.

1.3. The article must be accompanied by abstract and key words in Russian and English.

1.4. After the signature of the author and date of the article transfer must be indicated his surname, name, patronymic, place of work, position, scientific degree (title), home and electronic address, phone number.

1.5. Mandatory are the photos of the author and the characters for articles of biography, the covers of peer-reviewed publications and other illustrative material for explanation of the main text, which must be clear and presented in a graphic format like jpg or tif at 300 dpi.

1.6. Not accepted for publication materials will not be returned.

1.7. Payment from post-graduate students for publication of their articles will not be charged.

1.8. If the article has already been published or submitted to other journals, the author must inform about it with delay.

1.9. Authors bear full responsibility for the novelty and the accuracy of presented information, as well as quotes, references and bibliographical lists.

2. The procedure of reviewing scientific articles.

2.1. All articles of scientific and methodical nature, submitted to the journal, undergo the peer review process.

2.2. Editor-in-chief determines the conformity of articles to the profile of journal and to the general requirements for its registration, and then sends the article for reviewing by the Editorial Board members or other professionals (doctor or candidate of sciences) who are closest to the topic scientific specialization, or by

the most respected practitioners in this field. The time fixed for the review is one month.

2.3. The review must be specified: – conformity of the content to the article title; – scientific level, novelty and topicality of the material presented; – expediency for publishing of article. 2 Must be also given the characteristic of the strengths and weaknesses of the article, including style and spelling, quality of illustrative material, validity of quotes, references and bibliographical list.

2.4. Reviewing is anonymous. Violation of anonymity is possible only if the reviewer report about plagiarism or falsification of materials set forth in the article.

2.5. If the review contains recommendations for substantial correction and revision of the article, the editorial staff should send to the author the text of this review together with the original article with the proposal to consider those recommendations for preparing the new version of the article or arguments to refuse them. The corrected and revised by the author this article must be again reviewed.

2.6. In the case when the reviewer does not recommend the article for publication, the editor's office may abandon its further use, or to send article to be rewritten taking into account the comments made. It is also possible the submission of this article to another reviewer.

2.7. The texts of the reviews are kept at the editor's office for five years.

2.8. After receiving by the editor's office the relevant request for the copies of reviews they should be sent to the Ministry of education and science of the Russian Federation.

3. The rules for publication of scientific articles.

3.1. The final decision on publication is made by the Editor-in-chief and complicated cases – the Editorial Board of the journal.

3.2. After making the decision on publication of articles the Editor-in-chief informs the author about it and specifies publication date.

3.3. Accepted for publication articles are subject to editing, providing for pre-publication preparation of the article for make-up into some specific issue of the journal.

3.4. The manuscript after editing, correction and made-up for printing, should be accompanied by the final agreement with its author. In case of agreement with the proposed correction, the author should inform the editor's office in a writing form (by e-mail). After it the finally approved version of the article is published in the planned issue of the journal.