



APPROVED

by Editor-in-chief of the journal
"Tula Scientific Bulletin.
History. Linguistics"

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Rules for submitting, reviewing and publishing scientific articles in the journal "Tula Scientific Bulletin. History. Linguistics"

The "Rules for submitting, reviewing and publishing scientific articles in the journal "Tula Scientific Bulletin. History. Linguistics" (hereinafter referred to as "Journal") determine the order and procedure of submitting, reviewing and publishing scientific articles in the Journal. The editor-in-chief of the Journal is responsible for their observance and ongoing control.

1. Submission Guidelines

1.1. The manuscript submitted for publication in the Journal must be a completed scientific research, contain new results and be designed in accordance with the "Requirements for scientific articles submitted to the journal "Tula Scientific Bulletin. History. Linguistics", available at: <http://tula-vestnik.ru/requirements/pdf/pravila.pdf>

1.2. By offering the manuscript of the article for publication in the Journal, the Author confirms that:

- the article has not been published before, is not offered and will not be offered to another publication until the issue of its publication in the journal "Tula Scientific Bulletin. History. Linguistics";
- the article does not use extracts from previously published articles by other authors without citing these sources;
- the article manuscript is submitted for review by one of the corresponding authors, who is responsible for communication with the editorial board of the Journal at all stages of the publication process (referral, reviewing, publication);
- the Corresponding Author is responsible for compliance with the text formatting requirements, observance of ethical norms by all co-authors, provision of full information about all co-authors.

1.3. The manuscript should be submitted to the Editorial Board by e-mail to: history@tspu.ru. Submission of a paper version of the article or an electronic version on any tangible medium (optical disc, flash card, etc.) is not required.

1.4. Sending a manuscript by the author to the electronic mail address of the Journal's editorial board (history@tspu.ru) is a form of Acceptance of Offer for the agreement (public offer) of the right to use the work in the online publication "Tula Scientific Bulletin. Series History. Linguistics", posted on the address: <http://tula-vestnik.ru/submission/pdf/dogovor.pdf>.

2. Rules for peer review of submitted papers

2.1. The current part of the "Rules for submitting, reviewing and publishing scientific articles in the journal "Tula Scientific Bulletin. History. Linguistics" defines the order and procedure of reviewing author's original articles (manuscripts) received by the Editorial Board of the Journal.

2.2. Manuscripts submitted to the Journal's email are checked by the editorial board to ensure they are relevant to the subject matter of the Journal and are subject to an obligatory plagiarism check.

2.3. Manuscripts of articles, designed according to the "Requirements for scientific articles submitted to the journal "Tula Scientific Bulletin. History. Linguistics", corresponding to the topics of the Journal and checked for plagiarism undergo a mandatory review procedure.

2.4. The Editorial Board of the Journal organizes and reviews manuscripts of articles to ensure a high scientific standard of publication.

2.4.1. Reviewers must follow the ethical requirements of the Committee on Publication Ethics (COPE).

2.4.2. The Journal uses a system of double-blind peer review: each article must receive two reviews from scientific experts (including one external review). The articles are reviewed by experts in the relevant field of history, ethnology, philology. All reviewers are recognized experts in the subject area of the peer-reviewed material and have published within the last 3 years on the subject of the peer-reviewed article.

2.4.3. The decision to select one or another reviewer to carry out the review of the article is made by the chief editor, deputy chief editor, responsible editor.

2.4.4. The period of reviewing is 4-8 weeks.

2.4.5. A reviewer has the right to reject the review if there is a clear conflict of interest affecting the perception and interpretation of the manuscript materials.

2.4.6. The review should cover the following points: scientific novelty; methodological validity; representativeness of the source base; argumentation of the conclusions; correctness in the use of publications; literary style; publication of new field, museum and archival materials; consistency with the Journal's scope.

2.4.7. Following the review of the manuscript, the reviewer gives recommendations on the further fate of the article (each reviewer's decision is justified):

- 1) the article is recommended for publication as it is;
- 2) the article is recommended for publication after correcting the deficiencies noted by the reviewer;
- 3) the article needs additional reviewing by another specialist;
- 4) the article cannot be published in the Journal.

2.4.8. If the review contains recommendations for correction and improvement of the article manuscript, the Editorial Board of the Journal will send the text of the review to the Author with a suggestion to take them into account when preparing a new version of the article manuscript or to refute them reasonably (partially or fully). The revision of the manuscript should not take more than 2 months from the moment of sending the electronic message to the Author about the necessity to make changes. The article revised by the Author is re-submitted for reviewing.

2.4.9. If the authors refuse to revise the material, they must notify the editorial board in writing or verbally of their refusal to publish the article. If the authors do not return the revised version after 3 months from the date of sending the review, without any information from the authors with the refusal to revise the article, the editorial board will deregister it. In such situations, the authors are

sent a corresponding notification about the deregistration of the manuscript due to the expiry of the deadline for revision.

2.4.10. If the author and reviewers have intractable conflicts regarding the manuscript, the editorial board has the right to send the manuscript for additional reviewing. In conflicting situations, the editor-in-chief makes the final decision at the meeting of the editorial board.

2.5. Decision on publication.

2.5.1 After receipt of reviews on the manuscript of the article, the editorial board considers the issue of acceptance for publication at the meeting. The decision to publish an article or refuse to publish it is made on the basis of reviewers' reviews. The decision of the editorial board is made by a simple majority of votes (members of the editorial board who cannot attend the meeting receive all the necessary materials from the executive editor the day before the meeting of the editorial board and can vote in absentia). In case of a tie vote, the vote of the editor-in-chief is decisive.

2.5.2. A manuscript not recommended for publication by the Editorial Board will not be re-examined. A notification of refusal (reasoned refusal) to publish is sent to the Author by e-mail.

2.5.3. After the editorial board has decided to accept an article for publication, the editorial board informs the author and specifies the deadline for publication.

2.6. The original reviews are kept in the Journal's editorial office for 5 years.

2.7. The Editorial Board undertakes to send copies of reviews of manuscripts to the Ministry of Science and Higher Education of the Russian Federation when the Editorial Board of the Journal receives such a request.

3. Rules for publication

3.1. The periodicity of the Journal shall be 4 times a year. Specific deadlines for issues of the Journal shall be set by the Editorial Board.

3.2. Meetings of the Editorial Board of the Journal shall be held at least 4 times a year. Meetings of the Editorial Board shall be held by the Editor-in-Chief.

3.3. The layout of the Journal is prepared by the executive editor of the Editorial Board.

3.4. After approval of the layout by the editor-in-chief, the executive editor and the staff of the Scientific-Educational, Library and Informational Centre of Tula State Lev Tolstoy Pedagogical University carry out the technical editing of the layout.

3.5. The final layout of the Journal shall be posted on the Journal's website at <http://tula-vestnik.ru/>.

3.6. Within 3 months the employee of the Scientific-Educational, Library and Informational Centre of Tula State Lev Tolstoy Pedagogical University submits the information about the published scientific articles to the RSCI.