

## **The procedure for reviewing of manuscripts of scientific articles submitted to the editorial board of Vestnik of St. Petersburg State University. Series 3: Biology.**

1. All the scientific manuscripts submitted to the editorial board of Vestnik of St. Petersburg State University. Series 3: Biology are subject to mandatory peer review. Review of the supervisor or scientific consultant cannot replace the peer review.
2. Executive Secretary of the series, who receives and registers the manuscript checks its compliance to the profile of the magazine, compliance with the formal requirements and forwards it to the managing editor (member of the editorial board, supervising specific area of biology), who in turn forwards the manuscript for peer review to at least two experts in the field, as close to the subject of the manuscript, with a scientific degree of candidate or doctor of science, or equivalent degrees assigned by leading Russian and foreign universities, and have for the past 3 years publications on topics of reviewed manuscript.
3. Time of reviewing is defined by the managing editor with the aim for the most rapid publication of the manuscript: usually 2 weeks, in the case of need for additional review - not more than 1 month.
4. The editorial board of Series has a typical a typical review profile that includes in addition to "yes" / "no" questions the questions that deploys reasoned comments.  
The review highlights the following issues: a) whether the content of the manuscript corresponds to the subject stated in its title, b) whether the manuscript meets the modern scientific and theoretical advances in the field of research, c) whether the research methods are adequate to the posed scientific tasks, d) if Is the manuscript is available to the readers which it is aimed for in terms of language, style and arrangement of the material, clarity of tables, charts, figures and formulas, e) what exactly are the positive aspects and disadvantages of the article, which corrections and additions are need to be made by the authors; f) manuscript is recommended for publication; manuscript can be accepted after author's revision (major/minor); manuscript is no recommended for publication.
5. The review is conducted anonymously Author of the article under review is provided an opportunity to familiarize with the text of the review. Text of review is sent to the author by e-mail

6. If the review contains recommendations for manuscript revision and improvement, the managing editor forwards the review to the author with a suggestion to take these recommendations into account in the course of manuscript revision or to give arguments to refute them (partially or completely). Revised manuscript is forwarded for second review. Managing editor has the right to put forward additional requirements to revise and improve the manuscript.

7. In the case of negative review the managing editor has the right to: a) allow the author to respond to comments; b) reject the negative review, if it is ill-founded; c) to send the article for additional review. After resubmitting a revised manuscript, a leading editor determines whether it needs a further review or further improvement.

8. The presence of positive reviews is not sufficient for publication. The final decision whether the publication is suitable for publication is taken by the executive editor in consultation with other members of the editorial board of the Series and recorded in the protocol of the meeting of the editorial board.

9. On acceptance of the manuscript for publication the executive secretary of the Series informs the author and specifies the terms of publication.

10. The originals of reviews are kept in the editorial board of "Vestnik of St. Petersburg State University" and their copies - in the editorial board of the Series within 5 years from the date of publication of the material or the date of the decision to reject the manuscript. Reviews of the published and rejected after reviewing articles are submitted to the editorial board of "Vestnik of St. Petersburg State University" together with the materials of the relevant issue of Series 3. Biology of "Vestnik of St. Petersburg State University". In case of failure or incomplete submission of the reviews editorial and publishing preparation of materials of the relevant issue is not carried out.

11. The editorial board takes obligation to send copies of reviews in the Ministry of Education and Science of the Russian Federation on request.

St-Petersburg State University

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Reviewer form

for the manuscript (**First Author's name and Manuscript title**):

Tick by "X" the most appropriate box for each question (0 – completely disagree, 5 – completely agree).

	0	1	2	3	4	5
1. Are the language and grammar of sufficient quality?						
Are research objectives						
2. well reasoned						
3. clearly defined						
4. Are methods described in sufficient details?						
5. Are the results presented clearly?						
6. Is the number of illustrations sufficient?						
7. Is the illustrations of sufficient quality?						
8. Are the figure captions sufficiently informative?						
9. Are the results analyzed to a sufficient extent?						
10. Has the statistical analysis been applied appropriately and rigorously?						
11. Is the discussion sufficient and consistent?						
12. Are the conclusions sufficiently substantiated?						
13. Is the literature in the filed comprehensively and sufficiently discussed?						
14. Is the abstract written in a clear and comprehensive way?						

15. Does the manuscript contain new data, and if so, what is the novelty of the work?

16. Does the manuscript contain any signs of plagiarism or copyright piracy?

17. Please add any further comments you have regarding this manuscript especially in the case of manuscript rejection.

Заклучение: accept as is

accept after author's revision (major/minor)

additional round of revision is essential (revise and resubmit)

reject the manuscript

Signature

Name, affiliation