

**REGULATIONS ON PEER-REVIEWING**  
**of manuscripts submitted for publication**  
**in «Vestnik of St. Petersburg State University»**  
**Series 4. Physics & Chemistry**

- 1.** All materials submitted for publication in Vestnik of St. Petersburg State University are subjected for registration by the Executive Secretary of the Editorial Board including attributing the date of manuscript receiving. Executive Editor accepts the decision on publication (including date of issue), rejection in publication, or informing the author(s) for recommended revision(s) not later than 60 days after submitting the manuscript to the Editorial Board of the series.
- 2.** Executive Editor (Editor-in-Chief) of the series examines preliminary all the materials (papers, reviews, etc.) in the accordance with formal publishing requirements (correspondence the content of the article to the subject of the series, allowable size, publication structure, text layout, key words and abstracts in Russian and English, bibliography, accuracy of presenting the figures, formulas, etc., authors' contact information, stated wish evidences of all co-authors concerning the publication in Vestnik of St. Petersburg State University) and also for signs of illegal plagiarism in the text of the manuscript, pictures, tables, etc. Executive Editor of the series reviewing the submitted manuscript preliminary during the period of no more than 15 days after its receiving by Editorial Board of the series. In the case of rejection the submitted material according to preliminary review author should receive the written notification.
- 3.** All the materials not rejected after preliminary reviewing are subjected to obligatory independent scientific peer-reviewing by not less than two specialists in the areas close to the topic of the manuscript. Specialists should be graduated as Ph.D. or Dr. Sci. or similar scientific degrees, assigned by leading Russian or foreign Universities, and have over the last three years publications close to the subject of peer-reviewed manuscript. By the decision of Executive Editor of the series the second and additional peer-reviews can be performed (by previous or new reviewers), especially in the case of re-submission of the manuscript by the author after its revision.
- 4.** Scientific peer-review can be performed by any qualified specialists (preferably external), as well as the members of Editorial Board of the series (at least one of reviewers should not be in the staff of St. Petersburg State University) in the case of no conflicts of interests (official subordination of author and reviewer, academic supervision or co-authorship, etc.). Reviewer has to notify Editorial Board about the conflict of interests and refuse to perform peer-review; the author can declare undesirable reviewers.
- 5.** Unless otherwise agreed by reviewer in written form, information about reviewer is not reported to the author.
- 6.** According to the results of scientific peer-reviewing, author receives the referee report(s) with comments and recommendations concerning defining the terms of the publication and/or following revision of the manuscript.
- 7.** The scientific peer-reviewing of manuscripts is required for improving the quality of material presented and the level of journal at whole. It is provided by authors' revision of manuscripts in accordance with reviewers' recommendations, followed by the decision of Executive Editor of the series.
- 8.** One of the following recommendations can be provided in the accordance of reviewing:

- Publication of the manuscript in the presented form (without comments);
- Publication in the presented form supported with reviewers' recommendations (optionally);
- Recommendation of the revision (minor, medium, or major); it implies the obligatory responses on reviewers' comments;
- Rejecting the manuscript with the permission of following re-submission;
- Rejecting the manuscript without the permission of following re-submission.

Editorial Board of the series should define the criteria of the acceptance of manuscripts.

**9.** The scientific peer-reviewing of manuscripts implies the obtaining the reviewers' answers on the following questions:

- Does the content of the manuscript correspond to its title?
- Does the scientific and informative novelty (originality) present in the manuscript? If yes, specify it;
- Do peer-reviewed materials correlate with information published in the current literature, as well as with the results of the recent researches on corresponding topic(s)?
- Are there evidences of illegal plagiarism or other forms of the violations of scientific ethics by the author of submitted manuscript?
- Is there practical significance of material(s)? If yes, specify it;
- Evaluate the understandability of the presentation of the material(s). Does it correspond to the general and special demands to the manuscript structure, the quality of language and style of the manuscript, the terminology, quality of tables, diagrams, figures, and formulas, correctness of footnotes and bibliography, etc?
- Evaluate the correctness of the using of numerical data, calculations, and formulas;
- Whether peer-reviewed material is of interest for readers? If yes, specify it.

Editorial Board of the series draws up a standard questionnaire for reviewers, including short-answered questions, as well as questions demanding fully reasoned answers, required information concerning the duration and terms of peer-reviewing process, conditions of confidentiality, etc.

**10.** Editorial Board of the series has to provide the confidentiality of any information concerning manuscript peer-reviewed by reviewers. Reviewer has to affirm (in the written form) the assumption of obligations for keeping secret the facts of manuscript existence, as well as its content, authors' information, etc. Any discussions of the peer-reviewed manuscript with the third parties are strongly prohibited. The reviewers have no rights to use or cite peer-reviewed materials before their publication.

**11.** Positive review is not a sufficient reason for publication the manuscript. The final decision should be accepted by Editorial Board of the series and confirmed by including in the protocol.

**12.** The original referee reports are kept in Editorial Office of Vestnik of St. Petersburg State University, as well as in Editorial Board of the series (copies) during five years after publication of the manuscript, or since the date of the decision of its rejection. The referee reports on published or rejected manuscripts together with the materials of corresponding issues of the journal are presented to Editorial Office of the journal. In the case of failure to present the referee report(s) or their incomplete presentation, the Editorial-and-publishing processing this issue cannot be performed.

**13.** The Editorial Office obliges to send the copies of reviews to the Ministry of Education and Science of Russian Federation if enquiry will be received.