

**Regulations on peer-review of materials
submitted for publication
in the journal Vestnik of Saint-Petersburg State University. Series 12.
Sociology.**

1. All materials submitted for publication in Series 12 of Vestnik of Saint-Petersburg State University are subject for registration by executive secretary of the journal including date of receiving manuscript to editorial board. Executive editor accepts decision of publication (including issue date) / rejection in publication / sending manuscript to author for the further improvement and inform the author about it no later than 60 days after submitting manuscript to editorial board of the Series.
2. Executive editor of the Series 12 preliminary examines all materials (scientific papers, bibliographic and thesis reviews, etc.) in accordance with fixed formal requirements to published materials (correspondence the content of the article to declared subject, allowable content, structure, text layout, key words and abstracts in Russian and English, bibliography, accuracy of using figures, formula, calculations and etc., necessary contact information, stated wish evidences of all co-authorson publications in Vestnik of Saint-Petersburg State University) and also for signs of illegal borrowings of text, pictures, tables, etc. in manuscript. Executive editor (editor-in-chief) of the Series performs preliminary review of submitted manuscript for the period of no more than 15 days after receiving manuscript to editorial board of the Series. In case of rejection the submitted material according to preliminary review author receives written notification.
3. All materials which are not rejected after preliminary review are subject to obligatory independent scientific peer-review by not less than two specialists with specialization close to the topic of the article. Specialists should be Ph.D. or D.Sc. or have similar science degrees, assigned by leading Russian or foreign Universities, and have over the last 3 years publications on the subject of peer-reviewed article. By the decision of executive editor (editor-in-chief) of Vestnik the second and additional peer-review can be performed (by previous or new reviewers) and also in case of resubmission by the author after its improvement.
4. Scientific peer-review can be performed by any qualified specialists (mainly – external), as well as members of editorial board of the Series (at least one of reviewers shouldn't be staff of Saint-Petersburg State University) in 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 name undesirable reviewers.
5. Unless otherwise agreed by reviewer in written form, information about reviewer isn't reported to the author.
6. According to the results of scientific peer-review author receives referee report with comments and recommendations on reviewers' advice to take them into account during improving the material and defining terms of its publication.
7. Conducted scientific peer-review of manuscripts must lead to reasonable reviewers' answers to following questions:

- 1) Is there scientific and informative novelty (originality) of material. If yes, what it means;
- 2) Is there informational novelty (originality) of material. If yes, what it means;
- 3) What is correlation of peer-reviewed material with literature, published information and recent researches on corresponding topic;
- 4) Are there evidences of illegal borrowings or other forms of scientific misconduct by the author of submitted paper;
- 5) Is there any practical significance of material. If yes, what it means;
- 6) How clear the material is stated, whether the conclusions drawn and findings correspond to received data, whether material corresponds to general or special requirements to publication structure, language and style of statement, terminology, illustrative purpose of tables, diagrams, pictures and formula, satisfactory form of footnotes, bibliography accuracy, etc.
- 7) Whether peer-reviewed material is of interest for reader (if yes, what is it).

Editorial board of the Series of journal draws up a standard questionnaire to reviewers including short-answered questions, as well as questions demanding full, reasoned answers, necessary information about time period and terms of scientific peer-review, confidential treatment, etc. Referee report must consist of two parts; the first is sent to the author of peer-reviewed material and the second – to editorial board of the Series of Vestnik.

8. According to the results of scientific peer-review one of the following recommendations must be given:

- 1) Recommendation of publication the material in presented form (without comments);
- 2) Recommendation of publication the material with sending to the author suggestions to take into account reviewers' comments and preferences (at the discretion of author);
- 3) Recommendation of publication the material only upon condition of obligatory acceptance reviewers' comments by author;
- 4) Recommendation of rejection submitted material with the right of resubmission;
- 5) Recommendation of rejection submitted material without the right of resubmission;

Material submitted for publication can be improved not more than two times. Improved manuscript submitted by the author after 4 months from getting the referee note is considered as new.

9. Editorial board of the Series 12 has to provide confidentiality preservation by reviewers any information about manuscript given to scientific peer-review. Reviewer has to affirm assumption of obligations for keeping in secret the fact of writing paper and its content, information about author, etc. in written form. Discussion of the peer-reviewed manuscript with the third parties isn't allowed. Before the publication of materials reviewers don't have the right to use or mention peer-reviewed materials.

10. Editorial board of the journal defines criteria and decisions of publication are taken in accordance with them.

11. Positive referee report isn't sufficient reason for publication the article. The final decision of publication is taken by editorial board of the Series and recorded in the minutes of meeting.

12. Referee reports (original) are kept in editors office of Vestnik of Saint-Petersburg State University and in editorial board of the Series 12 (copy) for three years after publication material or starting from the date of taking decision of rejection the manuscript. The referee reports on published or rejected articles together with materials of corresponding issue of the journal are send to editors office of Vestnik. In case of failure to present referee report or its incomplete presentation editorial-and-publishing preparation of issue the materials can't be performed. The editorial office is obliged to send copies of reviews in the Ministry of Education and Science for admission to the editor publication prompted.

Appendix to the Status of
 "Regulations on reviewing the materials,
 submitted for publication in
 Vestnik of St. Petersburg State University Series 12.
 Psychology. Sociology. Pedagogy. "

The typical profile for a reviewer Vestnik of St. Petersburg State University Series 12. Psychology of Saint Petersburg State University. Sociologists. Pedagogy.

The urgency of a theme	1	2	3	4	5
The originality of the text	1	2	3	4	5
The theoretical basis of operation	1	2	3	4	5
The empirical base of operation					
Match used literature object Studies	1	2	3	4	5
Quality Analysis	1	2	3	4	5
The structure of the manuscript	1	2	3	4	5
Clarity of presentation and argumentation	1	2	3	4	5
Adequacy of Conclusion	1	2	3	4	5
Overall rating	1	2	3	4	5

Please select one of the options and give an assessment of the manuscript.

1. The manuscript prepared in accordance with the requirements of the editorial board, and it should be published in the journal without modification.
2. The manuscript needs to be expanded, after which may be published in the journal.
3. The manuscript does not comply with the editorial board, and can not be published in the journal.

The text reviews with detailed commentary (1-2 pages).

Signature reviewer.

Date.