

**THE POLICY OF REVIEWING MANUSCRIPTS SUBMITTED TO JOURNALS OF THE  
"SPACE AND TIME" PUBLISHING PROJECT  
dated March 31, 2016, as amended May 6, 2019**

**The journals of "Space and Time" Publishing Project have a policy of obligatory peer review for all manuscripts submitted for publication.**

### **1. General Provisions**

1.1. **The scientific peer reviewing** (hereinafter ‘the reviewing’) is a procedure to review the scientific papers by specialists in relevant fields of science. **The peer review** (hereinafter ‘the Review’) is a brief analysis of scientific manuscript; it serves as the main basis for the Editorial Board to make decision on whether to publish any submitted manuscript.

1.2. The content of the received paper for peer-review should correspond to the topics and the scientific level of the "Space and Time" Publishing Project journals. It should be of undoubted scientific interest and value, written in proper way semantically and grammatically, in accordance with the norms of the Russian/English literary language, and taken the technical requirements of the "Space and Time" Publishing Project journals into account.

1.3. The purposes to review the manuscript prior to its publication are as follows:

1.3.1. to ascertain the quality of the scientific manuscripts and materials submitted to the Editorial Board, in their compliance with the scientific requirements and article submission standards adopted in the “Space and Time” Publishing Project journals;

1.3.2. if necessary, force the Author to follow such requirements and standards in order to improve the scientific and culture level of the manuscripts submitted to the Editorial Board.

1.4. Reviewer carries out the Review either in free style (including commentaries in the electronic file of the manuscript sent to the editor) or in the form of a completed questionnaire, the content of which is developed by the Editorial Board members and approved by the Editor in Chief.

### **2. Particular Qualities of Reviewing**

2.1. In the "Space and Time" Publishing Project journals, the so-called ‘blind’ reviewing is accepted: regardless to the outcome of the review (positive or negative), the Author is informed only of the Reviewer’s academic degree and academic rank, but not his/her full name and/or not his/her place of work and position. Editor in Chief provides this data only to the Higher Attestation Commission Expert Councils of the Ministry of Science of the Russian Federation on special request.

2.1.1. Reviewers’ full names, places of work and positions are known only to the Editor in Chief and Journal Director.

2.1.2. Due to the decision of the Reviewer, the Review may be open (with the provision of the abovementioned information to the Author of the manuscript).

2.1.3. Due to the decision of the Editor in Chief, ‘double-blind’ reviewing can be carried out (neither the Author of the manuscript nor the Reviewer knows neither the full names nor work

places of each other, but all of them know the academic degrees and, according to the decision of the Editor in Chief, each other's academic rank).

2.2. Due to the decision of Editor in Chief, the manuscript submitted for publication in the "Space and Time" Publishing Project journals may be consigned for reviewing to one or more Reviewers.

2.2.1. In case the manuscript is interdisciplinary, Editor in Chief consigns it for reviewing to the Reviewers of several scientific specialties, depending on the themes covered by the manuscript.

2.2.2. Due to the decision of the Editor in Chief, members of the Editorial Board, Editorial Council, as well as specialists from other institutions and organizations may be invited to review the manuscript submitted to the "Space and Time" Publishing Project journals.

2.3. The manuscripts submitted by the full and/or corresponding members of the State Academies of the Russian Federation and National Academies of the CIS countries are published without prior review, however, they can be edited according to the decision of Editor in Chief and/or Editorial Board with consent of the Author.

2.4. Due to the decision of the Editorial Board, manuscripts submitted to the "Space and Time" Publishing Project journals by Doctors of Philosophy/Arts/Sciences may be consigned for reviewing to PhDs, with the requirement that they are experts in this field of scientific knowledge: they have a diploma of relevant education, defended PhD thesis on relevant issues and have at least 10 printed works on this matter, having published over the past 10 years (by the time of Author's manuscript receipts in the Editorial Board).

### **3. The Procedure and Terms of Reviewing**

3.1. All Reviews are carried out on a volunteer (non-commercial) basis.

3.2. The Editor in Chief is the first to read manuscripts submitted for publication. Then he/she consigns manuscript to the Reviewer.

3.2.1. Editor in Chief chooses the Reviewer/Reviewers.

3.2.2. Editor in Chief has the right to discuss the candidacy of the Reviewer with Deputies Editor in Chief, Managing Editor, Scientific Editor and the Journal Director.

3.2.3. If the Author submits his/her manuscript directly to the members of the Editorial Board and/or the Editorial Council for the purpose to review the manuscript without being checked by Editor in Chief, this fact is considered as the violation of ethics. Such manuscript may be rejected without further reviewing or even with a positive Review.

3.2.4. Editor in Chief and Editorial Board don't consider any reviews received and sent by Authors themselves to the Editorial Board/Editor in Chief to confirm the quality of their manuscript.

3.3. The maximum reviewing period is 6 months. If the Editor in Chief misses the specified period and does not notify the Author about the review results and/or the decision for publication, this means the automatically rejection of the manuscript (the so-called 'tacit' rejection).

#### **4. Post-Reviewing Editorial Board—Author Interaction**

4.1. Chief Editor or Editorial Board members email Reviews containing comments on the submitted manuscript, as well as negative Reviews to Authors in a PDF file. If the Reviewers' comments on the submitted manuscript are minor, Chief Editor could notify the Author about their character without emailing him/her the file of the Review.

4.2. By decision of the Chief Editor and/or the Editorial Board, the Review may be published in print journal "Space and Time" and/or be accessible on the web-sites of the "Space and Time" Publishing Project journals.

**4.3. Strict compliance with Reviewers' requirements and recommendations, as well as the editing correction they make, are unconditionally obligatory for Authors.**

4.3.1. The condition for the manuscript publication modified by Author in the issues of "Space and Time" Publishing Project journals is the non-alternative fulfillment Reviewers' requirements. If the Author does not agree with the any Reviews' provisions and/or their editing correction, he/she has the opportunity to give deeper, strictly scientific argument in his/her manuscript. Chief Editor, members of the Editorial Board and Reviewers do not discuss with Authors the final review results.

4.3.2. Chief Editor may re-consign for review modified manuscript, which are resubmitted to the Editorial Board.

4.4. Neither Editor in Chief, nor both Editorial Board members and reviewers enter into correspondence with the Author / co-Authors.