

MINISTRY OF SCIENCE AND HIGHER EDUCATION  
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Approve \_\_\_\_\_  
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«Traditional applied art and education»

**The procedure of sending, reviewing and publishing articles sent to the editorial board of the peer-reviewed online scientific edition «Traditional applied art and education»**

**1. General terms**

1. The present regulation on reviewing scientific articles determines the order and procedure of reviewing the author's original articles (materials) submitted to the editorial board of online scientific edition «Traditional applied art and education».

1.2. Peer review (expert appraisal) of manuscripts of scientific articles in the editorial office of the online scientific edition «Traditional applied art and education» is carried out in order to ensure and maintain a high scientific and theoretical level of publication and to select the most valuable and relevant (perspective) scientific works.

1.3. Peer review is required for all articles submitted for publication in online scientific edition.

1.4. The following basic definitions are used in the present regulation:

**Author** – this is a person or a group of persons (a group of authors) involved in the creation of a publication based on the results of a scientific study.

**Автор** – это лицо или группа лиц (коллектив авторов), участвующих в создании публикации по результатам научного исследования.

**Editor in chief** – the person in charge of the editorial board and making final decisions in relation to the production and release of the online scientific edition «Traditional applied art and education».

**Plagiarism** – intentional appropriation of authorship of someone else's work of science or art, other people's ideas or inventions. Plagiarism may be a violation of copyright, patent law and may entail legal liability.

**Technical editor** – representative of the online scientific edition «Traditional applied art and education», preparing materials for publication, as well as maintaining communication with authors and readers of scientific publications.

**Editorial board** – advisory body from the group of authoritative persons, which provides assistance to the editor-in-chief in the selection, preparation and evaluation of works for publication.

**Reviewer** – an expert acting on behalf of a network scientific edition «Traditional applied art and education» or publishing house conducting scientific examination of author's materials in order to determine the possibility of their publication.

**Peer review** – the procedure of review and expert evaluation of the scientific article proposed for publication by the reviewers in order to determine the appropriateness of its publication, to identify its advantages and disadvantages, which is important for the improvement of the manuscript by the author and editor.

**Article** – original independent scientific research, revealing any topic, question, problem. In the context of this regulation, the article means any materials – review articles; reports; reports; reviews; brief scientific reports (letters to the editor); information publications reflecting the subject of the online scientific edition «Traditional applied art and education» and sent to the editor by the authors for publication.

## **2. The procedure for the initial consideration of the article**

2.1. In the online scientific edition «Traditional applied art and education» are published: articles; review articles; reports; reports; reviews; short scientific reports ( letters to the editor); information publications on the subject of the online scientific edition «Traditional applied art and education».

2.2. Editorial board of the online scientific edition «Traditional applied art and education» accepts for consideration articles and materials reflecting scientific views, results and achievements of fundamental and applied research in the field of theory and methods of professional education:

- professional education in the field of traditional art crafts;
- actual problems of pedagogy of traditional applied art
- didactics and methods of traditional applied art
- history, current state and prospects of development of traditional applied art (by type) and professional education in this field.

2.3. Article and information publication is accepted for consideration by editorial board of the online scientific edition «Traditional applied art and education» provided that it meets the requirements to author's original articles (materials) posted on the website of the online scientific edition «Traditional applied art and education» at <http://dpio.ru/avtoram.htm>.

2.4. Materials for publication should be sent to the email address of the online scientific edition «Traditional applied art and education»: [tpiovshni@yandex.ru](mailto:tpiovshni@yandex.ru).

After the article is registered (accepted) a scanned copy of the license agreement (provided on the website of the online scientific edition «Traditional applied art and education» at <http://dpio.ru/avtoram.htm>) is to submit to the editorial

board, signed by the author / corresponding author (if the article has more than one author).

2.5. The notification of authors about the receipt of materials is carried out by the technical editor of the online scientific edition «Traditional applied art and education» within three days.

2.6. The manuscript of scientific articles submitted to the editorial board of the online scientific edition «Traditional applied art and education» is examined by the technical editor on the subject of the completeness of the package of the presented documents and compliance of the manuscript to the requirements of the editorial board, the profile of the online scientific edition «Traditional applied art and education» and design rules. In case of non-compliance with the conditions of publication, the article can be sent to the author for reworking.

### 3. Sequence and procedure of reviewing manuscripts

3.1. All articles submitted to the editorial office of the online scientific edition «Traditional applied art and education» are peer-reviewed (are subjected to the expert evaluation).

3.2. The two-level system of reviewing articles is adopted in of the online scientific edition:

**1<sup>st</sup> level** – checking the text of article on borrowed text is **mandatory for all articles**. The editorial board of the online scientific edition «Traditional applied art and education» checks all articles through the system «Antiplagiat». If the original text is less than 85% (borrowing from one source cannot be more than 7%), the article is sent to the author for reworking with the appropriate justification. Not allowed borrowing from students' works sites.

**2<sup>nd</sup> level** – double-sided «blind» reviewing (the author and reviewer do not know about each other) is **mandatory for all articles**.

3.3. Reviewing is carried out by members of the editorial board, or by third-party experts from the database of experts (reviewers), on behalf of the editorial board.

All reviewers are recognized experts on the subject of peer-reviewed materials and have publications on the subject of the peer-reviewed article within the last 3 years.

The reviewer cannot be the author (co-author) of the reviewed article.

Responsibility for the quality of reviews and timeliness of the manuscript rests with the editor in chief of the online scientific edition «Traditional applied art and education».

3.4. The reviewer evaluates the article on the subject of the relevance of the topic and scientific novelty, as well as its structure and style of presentation. All comments and suggestions to the article are made in the review. If the comments made by the reviewer are removable, the article is sent to the author for reworking.

The editorial board of the online scientific edition «Traditional applied art and education» reserves the right to refuse to publish the author, who wishes to leave comments of the reviewer without any attention. The reviewer also has the right to

conduct an additional check on the use of borrowings in the text of the publication by selectively copying parts of the text and checking through available Internet search systems.

The editorial office together with the editorial board of the online scientific edition «Traditional applied art and education» may recommend the article for additional reviewing.

3.5. The reviewer should consider the article sent to him/her in due time and send it to the editorial office by e-mail or a duly executed review, or a reasoned refusal to review.

3.6. Terms of reviewing in each case are determined taking into account the creation of conditions for the most rapid publication of the article, but not more than 15 days from the date of receipt of the application for publication by the editorial office the online scientific edition «Traditional applied art and education». The term may be extended in case of the necessity of additional review and/or temporary absence of the profile reviewer.

3.7. Following the peer review the reviewer shall submit for consideration by the editorial staff and editorial board of the online scientific edition «Traditional applied art and education» one of the following decisions:

- to recommend the article for publication;
- to recommend the article for publication after revision / elimination of comments;
- not to recommend the article for publication.

3.8. If the reviewer recommends the article for publication after revision/elimination of comments or does not recommend the article for publication, the review should specify the specific reasons for this decision with a clear formulation of the substantive and/or technical shortcomings identified in the manuscript, indicating specific pages, if necessary. Comments and suggestions of the reviewer should be objective and principled, aimed at improving the scientific and methodological level of the manuscript.

3.9. The review of materials submitted to the online scientific edition «Traditional applied art and education», is confidential, and the name of the reviewer is not reported to the author(s).

Reviewers should not disclose information relating to the manuscript (including information about its receipt, content, review process, critical comments of reviewers and the final decision) to anyone other than the editorial staff.

Reviewers are not allowed to make copies of manuscripts for their archives and transfer them in whole or in part to third parties without the consent of the editor-in-chief of the online scientific edition «Traditional applied art and education».

3.10. The originals of reviews are kept in the editorial office of the online scientific edition «Traditional applied art and education» for 5 years. At the request of the ministry of science and higher education of the Russian Federation reviews must be submitted to the Higher attestation commission and/or the ministry of education.

#### **4. Requirements for the content of reviews**

4.1. In the content of the review the assessment by criteria is given, reflecting the quality of the content and design of the article and which are essential for making a balanced and objective decision on the publication of the reviewed article. In particular, it is necessary to assess:

- relevance of the chosen topic and its relevance of specialization of the edition;
- correspondence of the content of the article to the topic stated in the title;
- quality of the abstract – does the present abstract allow to understand precisely the essence of the study conducted by the author and the significance of the results;
- quality of presentation of the research and its results: how accurately and clearly the subject is formulated, objectives, methodology and main results of the research;
- quality of the conclusions and scientific arguments, the scientific novelty, relevance, consistency, validity, the validity of the conclusions;
- presence of elements of scientific reflection – analysis of the current state of the problem, analysis and criticism of the results with an appeal to opponents;
- quality of the used sources – evaluation of scientific literature and/or sources used by the author of the article, in terms of their relevance to the problems of research, relevance, adequacy for solving the tasks;
- quality of work execution – formal compliance of the article with the requirements for the preparation of academic journal articles (the presence of the necessary structural elements on the relevance of the research topic, analysis of the issue, the formulation of the problem, the research methodology, the results, critical analysis of the results, conclusions; style of presentation, correct design and validity of the use of tables, diagrams, figures and formulas, the correct design of bibliographic references and references);
- value of the article – the degree of scientific novelty, interest for the scientific community from the point of view of contribution to the development of science, the author's personal contribution to the development of the stated topic.

4.2. Recommended review structure:

- 1) Actuality.
- 2) Subject of the research.
- 3) Methodology of the research.
- 4) Scientific novelty of the research.
- 5) Style, structure, content.
- 6) The quality of the bibliography.
- 7) Conclusions.

4.3. Form of conclusion.

Following the peer review the reviewer provides a conclusion about the possibility of publication of peer-reviewed articles in the online scientific edition «Traditional applied art and education» using one of the options of the formulation of the decision:

- «Recommend to publish it»;
- «Recommend to refuse it»;

– «Recommend to send it for reworking».

4.4. The review should be signed by the reviewer; the signature is certified in accordance with the established procedure.

## **5. Decision about publication**

5.1. After receiving the reviews at the next meeting of the editorial board, the question of the received articles is considered and the final decision on the publication of the article or refusal to publish is made on the basis of the reviewer's conclusions.

The decision of the editorial board is taken by a simple majority of votes. In case of equality of votes, the editor in chief's vote is decisive.

The quorum for decision-making is established at the level of 50% of the total number of members of the editorial board.

5.2. The final decision of acceptance or refusal to publish the editorial board of the online scientific edition «Traditional applied art and education» draws attention to the relevance of a scientific problem solved by the author.

5.3. On the basis of the decision the technical editor of the online scientific edition «Traditional applied art and education» send to the author(s) an email, in which an overall assessment of the article and adopted decision concerning the presented the materials by the author(s) is given.

5.4. If the article can be published after reworking and elimination of comments, the letter provides recommendations for reworking/removal of comments. Reviewers and editorial office of the online scientific edition «Traditional applied art and education» do not enter into debate with the authors about the comments made.

5.5. The article sent by the author(s) to the editorial office after the reworking/elimination of comments, is re-reviewed by the same reviewer or another appointed at the discretion of the editorial board.

5.6. If the article contains a significant proportion of critical comments of the reviewer and with a general positive recommendation, the editorial board may classify the material as polemical and publish it in the order of scientific discussion.

5.7. The editorial board reserves the right to reject the article for the following reasons:

- non-compliance with the profile of the network scientific edition;
- lack of significance of the obtained results;
- unclear formulation of the goals and objectives of the research;
- inconsistency with the current level of research;
- insufficient substantiation of the conclusions in the literature and experimental material;
- described results have already been published quite fully by the authors or other researchers;
- unsatisfactory literary qualities of the article and/or its design;
- discrepancy in «Requirements for the articles» (available on the website <http://dpio.ru/avtoram.htm>);

- in the version received by the editorial office after double reworking by the authors, all comments of the reviewer are not taken into account (without appropriate justification).

In case of rejection of the article publication the editorial board of the online scientific edition «Traditional applied art and education» sends the author a reasoned refusal within three working days. Rejected materials are destroyed.

The article not recommended for publication by the reviewer is not accepted for re-consideration.

5.8. Articles accepted for publication are edited. Small corrections of stylistic, nomenclature or formal character are made in the article without the consent of the authors. If it is necessary to make technical changes in the electronic form of the article (the format of drawings, presentation of graphs, etc.), the authors should meet the requirements of the editorial board as soon as possible.

5.9. The date of acceptance of the manuscript for printing is the date of the receipt of the version that meets all the requirements of the online scientific edition. Revised manuscripts returned to the editorial office more than 3 months after sending from the editorial office are registered as new and receive a new date of the receipt.

5.10. The order of publication is determined by the date of acceptance for printing. The period of publication is reported to the authors. Works recognized by the editorial board as priority and highly significant, as well as articles requiring early publication for reasons affecting the interests of the authors and recognized by the editorial board worthy of attention, are published out of turn, if the process of preparing the manuscript does not require its substantial revision by the authors.

5.11. The editorial staff has no right to use the information received during the work with manuscripts for personal purposes.