

## PROCEDURE FOR CONSIDERING AND REVIEWING SCIENTIFIC ARTICLES

1. All materials of scientific articles submitted to the editorial Board of the Journal "Architecture and construction of Russia" (hereinafter – the Journal) must be reviewed. Chairman of the editorial board is responsible for organizing the process.
2. After receiving the materials at scientific articles executive editor of the journal evaluates their adequacy and accuracy of registration. In the event of deviations from established requirements, to the author by e-mail will be sent to you with the notice: "Materials of scientific articles do not meet the requirements set by the editorial Board, and can not be accepted for publication".
3. The articles furnished in accordance with the established requirements, managing editor registered and send for consideration the Chairman of the editorial board, which determines the conformity of the materials for the Journal.
4. The Chairman of the editorial board determines the review deadline (but not more than one month from the date of receipt of the article) and addresses it to a member of the editorial board of the Journal (or other specialist) having a special (according to the nomenclature of scientific specialties approved by the Russian Ministry of Education) is relevant to the subject of the article. Member of the editorial Board organizes per reveiw (expert assessment) of the manuscript in accordance with the procedure established by the editorial board.
5. The composition of the editorial Board, including scientific specialties of its members, as well as with the "Procedure for reviewing scientific articles" can be found on the website of the Journal: <http://www.asrmag.ru>
6. All reviewers are acknowledged experts on the subject of the reviewed materials and have in the last 3 years publications on the subject of the reviewed article. Reviews are stored in the publishing and editorial office for 5 years. The review cannot be held scientific director of the author and/or employee (including those working part-time) the same organization as the author of this article.
7. The article should be presented to the reviewer in printed form and (or) in electronic form. The reviewer is notified about what is sent to him for review article is copyrighted and belongs to the information not subject to disclosure prior to its publication. Reviewers are not allowed to make copies of articles and pass it to third parties. The reviewer may refuse to review within one week of receipt of the manuscript and in writing notify the Chairman of the editorial Board of the Journal.
8. The review must include the following items:
  - the relevance of the chosen theme;
  - availability of scientific novelty;
  - the validity of the application in the research of scientific methods (theoretical and (or) experimental);
  - the validity and completeness of conclusions;
  - description of the strengths and shortcomings in the work;
  - availability of the required sections of the article: annotations, keywords, list of sources used;
  - conclusion of the reviewer (select one of the two formulations):
    - «*The article recommended for publication in the Journal «Architecture and construction of Russia».*

*«According to the article there are the comments: (specified comments on points). The article recommended for publication in the Journal «Architecture and construction of Russia» after correcting these remarks».*

*«The article not recommended for publication in the Journal «Architecture and construction of Russia».*

9. If an article received a positive review, it is included in the publishing plan of the Journal. To author by e-mail sent notification "Included in the plan of publication." The timing and sequence of publication are set by based on the number of articles that are in terms of publication.
10. If an article received the review comments and the reviewer indicates the possibility of the article publication after revision, the author of the article an email is sent a copy of the review (without specifying the identity of the reviewer) and the "for revision." The order of registration, submission and consideration of modified manuscript is the same as for the newly incoming articles. To finalized manuscript should be attached document "Answers to comments from reviewer" decorated in printed form in A4 format and electronically in .doc or .rtf.
11. If an article received a negative review, the author of the article an email is sent a copy of the review (without specifying the identity of the reviewer) and the notification of the decision read: "Not recommended for publication" in the Journal.
12. The Editorial Board sends a copy of the submitted materials to the authors of reviews or a reasoned refusal, and undertakes to send copies of reviews in the Ministry of education and science of the Russian Federation upon receipt at the editors request.