

REFeree FORM

**for manuscripts submitting to the editorial board of the academic periodical
«Vestnik MSTU «Stankin»**

1. All article manuscripts handed in the journal are to be reviewed.
2. Authors submit an article manuscript to the editor's office formatted in accordance with the «Requirements to the articles submitted for the publication in the academic periodical «Vestnik MSTU «Stankin», described at the website of the journal.
3. The executive editor of the office determines if the manuscripts are in accordance with the journal's specialization and the requirements of the present Referee form point 2; then submit it to the editorial board member or distinguished scientist (specialist) in accordance with the subject field who has publications on this theme during last 3 years.
4. The referee report must reveal the following aspects:
 - timeliness of the article topic and its originality;
 - theoretical and practical relevance of the article;
 - foundation of the conclusions;
 - accuracy of the mathematical tool use;
 - clarity and perspicuity of the discussion in the article, including pictures;
 - completeness and correctness of the reference list (used material).

Maximum term of the peer review from the date of registration of the handed manuscript to the editor's office is 1 month.

5. Subsequent to the results of the peer review the following conclusions could be suggested:
 - recommend a manuscript for publication;
 - recommend a manuscript for publication with marginal change without additional send for peer review;

- recommend to review a manuscript after implement corrections with the second send to the peer review to the same reader;
 - recommend to deny in manuscript publication (in this case the author gets a motivated refusal in manuscript publication with the attached copy of the refused review).
6. The review is carried out privately.
 7. The editorial board sends reviews to the authors by email. Reviews are carried in the editor's office during 5 years and are given on request.
 8. The manuscript that is refined or rewritten by the authors is additionally sent for the review with its original variant within the minimum period of time. The manuscript that was delayed by the author for a term of more than three months or that demands additional revision is considered as the new one.
 9. The appreciation is not enough to publicate the article. The final decision about the publication is taken by the editor in chief. The review copy is sent upon the request of Ministry of Education and Science of the Russian Federation.
 10. In case that the author does not agree with the review of the reader he has a right to make an argued request to hand over the manuscript to another reader. If this occurs the executive editor hand over the manuscript for the second review or refuse the author.
 11. The editorial board does not get into argument or enter into correspondence with the authors of refused manuscripts after motivated refusal.
 12. The payment for manuscripts reviewing is not collected.