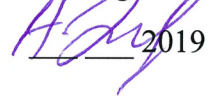


APPROVED

Chief Redactor

A. Ergeshov


2019

PROCEDURE

for the peer-review of manuscripts of scientific articles submitted to the editorial board of the "Clinical Practice" journal for open publication

1. The Journal (the "CTRI Bulletin") requires a peer-review of all the materials sent to the editor, in accordance with its scope. All the reviewers are acknowledged experts in the field of materials under review and have published works in this field for the last 3 years.
 2. Manuscripts of scientific articles in a printed form and in an electronic form submitted for open publication in the Journal are received and registered by the Executive Secretary. He verifies that the submitted manuscript and the accompanying documents correspond to the requirements for authors of scientific articles. In the case of the temporary absence of the, Executive Secretary the above functions are assigned to the Deputy Editor of the Journal.
 3. Within one week after receiving a manuscript, the Deputy Editor sends it to a member of the editorial board for a review, in accordance with the scientific specialty, to which the content of the scientific article can be attributed. The form for a review is attached. The deadline for submission of a review to the editorial board is two weeks upon the manuscript' receipt by the reviewer. If an article does not match the editorial board members' expertise, it will be sent for reviewing to an expert with a PhD or MD degree, working in the corresponding field.
 4. To increase the objectivity of peer-reviewing, manuscripts are sent to reviewers without the authors' names and their affiliations.
 5. The text of the review should reflect:
 - relevance;
 - compliance with the scope of the Journal;
 - content / scientific level;
 - the identified problems;
 - required / desirable corrections that are needed to be made in the manuscript prior to publication;
 - Decision: accept for publication, accept after revision, reject.
 6. The editorial office sends copies of the reviewers' comments or a motivated rejection letter to the authors of a submitted article.
- In case of a negative review, the Deputy Editor sends the review to the author within one week, and then proceeds with the further correspondence with the author. If necessary, an additional manuscript review by a different reviewer may be requested.
7. The editorial office provides copies of reviews to the Ministry of Science and Higher Education, if the relevant request is received.
 8. Reviews are to be stored in the publishing office and editorial office for 5 years.