

The rules of reviewing the articles provided for publication in the journal "Municipal Academy"

1. All scientific articles, which have come to the editorial office and correspond to their subjects, are to be obligatory reviewed for the purpose of expert judgment.
2. The editor-in-chief of the journal or his/her deputy defines compliance of the article to the journal's profile as well as the requirements to typography and directs it to reviewing to Doctor or Candidate of Science who has several publications in the subject of the reviewed article for the last 3 years.
3. The reviewers are notified that the manuscripts, which they have sent, are a private property of the authors and contain the data, which is private. The reviewers are not allowed to make a copy of the articles. Reviewing is carried out confidentially.
4. The responsible secretary of a series defines the terms of reviewing.
5. In the review the following aspects are to be specified: a) whether the contents of the article correspond to its title, b) in what measure the article corresponds to modern achievements in considered science area c) assessment of material supply form, d) expediency of publishing the article, e) description of advantages and disadvantages of the article.
6. Reviewing is carried out anonymously. The review is sent to the author(s) of the article. Editorial staff of the publication sends copies of reviews to the Ministry of Education and Science of the Russian Federation after editorial staff of the publication will receive a corresponding enquiry.
7. If a review contains some recommendations regarding additional work and correction of the article, the responsible secretary of the journal sends to the author(s) the text of this review with the offer to take into account the recommendations while preparing a new version of the article. The article completed by the author(s) is repeatedly sent for reviewing.
8. The final decision regarding whether to publish the article or not is made by editorial council of the journal and fixed in the minutes of editorial council.

9. After editorial council of the journal has made the decision concerning the admission of the article to publication a responsible secretary informs the author(s) about it and specifies publication terms. In case of refusal to publish the article the author(s) receive(s) a motivated refusal.
10. Originals of reviews are kept in editorial office of the journal and publishing house for five years.