

**AUTONOMUS NON-PROFIT ORGANIZATION OF HIGHER EDUCATION  
«INTERNATIONAL BANKING INSTITUTE NAMED AFTER ANATOLIY SOBCHAK»**

APPROVED

by order of the ANO HE "IBI named after Anatoliy  
Sobchak "  
from 12 april 2022 № 3

RECOMMENDED FOR USE

the decision of the Academic Council  
ANO HE "IBI named after Anatoliy Sobchak "  
from 14 april 2022 № 16/4

**POSITION**

**on the procedure,**

**review and publication of articles in scientific journal**

**"Proceedings of the International Banking Institute"**

**1. GENERAL PROVISIONS**

- 1.1. The regulations on the procedure for submitting, reviewing, and publishing articles in the scientific magazine "scientific notes International Banking Institute" (hereinafter – Regulations) defines the procedure and the procedure of reviewing author's original articles (materials) submitted to the editorial Board "Proceedings of the International Banking Institute" (hereinafter – the Journal).
- 1.2. The Position introduced for an unlimited period and suggests changes if necessary.
  - These rules are tailored to:
    - Federal Law "On Education in the Russian Federation" (dated 29.12.2012 No. 273-FZ);
  - Federal Law "On Mass Media" (dated 14.06.2011 N 142- FZ with amendments dated 02.07.2013 N 185-FZ);
  - Federal Law "On Amendments to Legislative Acts of the Russian Federation on the Protection of Intellectual Property Rights in Information and Telecommunications Networks" (dated July 2, 2013 No. 187-FZ);
  - Order of the Ministry of Education and Science of the Russian Federation No. 1586 dated December 12, 2016 "On Approval of the Rules for Forming a List of Peer-Reviewed Scientific Publications in which the Main scientific results of Dissertations for the Degree of Candidate of Sciences, for the Degree of Doctor of Sciences, and Requirements for Peer-reviewed Scientific Publications for Inclusion in the list of peer-reviewed scientific publications in which the main scientific results of dissertations for the degree of candidate of sciences, for the degree of doctor of sciences should be published";
  - Order of the Ministry of Education and Science of the Russian Federation No. 118 dated February 24, 2021 "On Approval of the Nomenclature of Scientific Specialties for which Academic Degrees are Awarded, and Amendments to the Regulations on the Council for the Defense of Dissertations for the Degree of Candidate of Sciences, for the Degree of Doctor of Sciences, approved by the order of the Ministry of Education and Science of the Russian Federation dated November 10, 2017 G. No. 1093", as amended by Order of the Ministry of Education and Science of the Russian Federation dated September 27, 2021 N 886;
  - The Charter of the Autonomous Non–profit Organization of Higher Education "Anatoly Sobchak International Banking Institute" (hereinafter - the Institute);
  - The Charter of the editorial Board of the Journal;
  - other local acts of the Institute.
- 1.3. In the present Position following basic concepts are used:
  - Author – the person or group of persons (group of authors) involved in creation of article according to scientific investigation's results.
  - Editor – a person who is head of the editorial Board and final decision regarding the production and issue of the magazine.
  - Editor (responsible Secretary of the editorial Board) is a representative scientific journal, carries out preparation of

materials for publication as well as maintaining communication with authors and readers of scientific publications.

- Editorial Board – the governing body of a group of distinguished individuals which the editor provides assistance in the selection, training and assessment materials for issue.
- The reviewer is an expert acting on behalf of the scientific journal or publisher, makes scientific expertise of copyright material for the purpose of determining the possibility of their publication.
- Peer review procedure peer review peer reviewers proposed to publish a scientific article the purpose of determining whether to publish based on relevance, originality, independent theoretical or practical contribution to a specific area of research.

## **2. THE PROCEDURE FOR SENDING MATERIALS**

- 2.1 . Editorial Board accepts for consideration articles and materials that reflect scientific views, results and achievements of fundamental and theoretical and applied research in the field of economic sciences (specialty group 5.2.1 Economic theory; 5.2.3 Regional and sectoral economy, 5.2.4. Finance; 5.2.5 World economy).
- 2.2. Materials that are not relevant to the topic listed subject areas, will not be accepted.
- 2.3. The article is accepted for publication by the journal providing that they meet the requirements for copyright original articles (materials) posted on the journal's website at the following address:  
[https://www.ibispb.ru/docs/science/scientific-publication/scientific-notes-of-mpi/Trebovania\\_k\\_statiyam.pdf](https://www.ibispb.ru/docs/science/scientific-publication/scientific-notes-of-mpi/Trebovania_k_statiyam.pdf) and in the current issue of the journal
- 2.4. The materials are accepted by the editorial Board via e-mail [soroka@ibispb.ru](mailto:soroka@ibispb.ru) .
- 2.5. Article submitted to the Journal, is considered the responsible Secretary of the editorial office for compliance with the requirements of the editorial Board, the journal format and design.

## **3. THE ORDER OF REVIEW MATERIALS**

- 3.1. Corresponding to the profile of the journal and requirements to the article is registered by the Executive Secretary of the editorial Board in the journal of the submitted materials with date of receipt, name, surname and patronymic of author(author(s), affiliation of author(s) and reviewed.
- 3.2. Peer review is required for all submitted by authors for publication in the Journal materials.
- 3.3. The reviewers are scientists who are recognized authorities on the subject of the reviewed materials, and has in the past 3 years publications on the subject of the reviewed article. The reviewer must have scientific degree of doctor or candidate of Sciences. Composition of reviewers of the Journal are approved by the rector of the Institute.
- 3.4. The reviewer evaluates the relevance, novelty, theoretical and (or) the practical importance of the material, the presence of conclusions and recommendations, the style of presentation.
- 3.5. Dates of review articles are determined by the responsible the editor of the Magazine and is not more than 15 working days from the date of their receipt by the reviewer.
- 3.6. The article, accepted for publication, but needs work, is sent to the author with appropriate comments of the reviewer and/or editor. The author must make all necessary corrections in the final version of the manuscript and submit it to the editor in electronic and paper formats along with the original version and a cover letter-response to the reviewer. After revision the article is re-reviewed, and the Editorial Board decides to publish it. The articles sent to the authors for correction should be returned to the editors within the period prescribed by the editors. In case of returning the article later, its publication date can be changed.
- 3.7. The editorial Board, based on the conclusions of the reviewers takes a final decision about publication of articles or the rejection and approve the content of the Magazine. The decision is made by majority of votes, the voice of the chief editor is crucial. The quorum for decision making is set at 50% of the total number of members of the editorial Board.
- 3.8. When you receive a positive review, the editorial Board informs the author about the acceptance of the article for publication stating the publication date.
- 3.9. The authors who refused to publish the article, sent a reasoned refusal.
- 3.10. Reviewing of papers is done confidentially in order to protect the rights of the author. Access to confidential information is possible only if a reviewer announces that the falsification of submitted materials. Reviewers are not allowed to make copies of manuscripts for their own needs and forbidden to give a part of the manuscript for

reviewing to another person without the permission of the publisher. Reviewers and the editorial staff have no right to use the information about the job content before its publication in their own interests. The manuscripts are the intellectual property of the authors and are reportedly not subject to disclosure.

3.11. The editorial Board does not store manuscripts not accepted for publication. The manuscripts accepted for publication are not returned. The manuscripts that received a negative review from the reviewer, not published and not returned.

Reviews of the manuscripts of the papers accepted for publication, should be stored in the Magazine within five years from the date of publication and be provided at the request of the relevant expert Council of VAK of the Russian Federation.

#### 4. REQUIREMENTS FOR CONTENT REVIEW

- 4.1. The review should include a qualified analysis of the manuscript material, objectively assessed and reasonable conclusion about the publication.
- 4.2. In reviewing, particular attention should be paid to the following issues:
  - analysis of the scientific relevance of the topic, the structure of the article, terminology;
  - assessment of compliance with the established requirements to registration of materials of article;
  - the scientific character of presentation, compliance of used methods, techniques, recommendations and results of studies of the modern achievements of science and practice;
  - the accuracy of the facts, the validity of hypotheses, conclusions and generalizations;
  - the volume of the article as a whole and its separate elements (text, tables, illustrative material, bibliographic references) to the established requirements; appropriateness of placement in the article tables, illustrations and their compliance with the stated topic; recommendations for rational reductions or additions required to offer to publish materials explaining the essence of the presented study results (indicate which element of the article);
  - the place of peer-reviewed articles among the already published works on this topic: what's new in it or how it differs from them, does not duplicate the work of other authors or previously published work of this author (in whole or in part);
  - the author admitted inaccuracies and errors;
  - a detailed description of the strengths and weaknesses of the article;
  - the conclusion about the possibility of publication.
- 4.3. Each review is assigned the signature of the reviewer.
- 4.4. Signature on the review must be certified at the place of work of the external reviewers. Signature of internal reviewer is not certified.
- 4.5. At the request of a reviewer's review can be written in free form with the requirements of clause 4.2 hereof or on the form (Appendix No. 1).

#### 5. PUBLICATION OF ARTICLES

- 5.1. Publication of articles is free for employees of the Institute and for graduate students of full-time study, including external.
- 5.2. The fee for publication of articles for external authors is carried out in accordance with the Regulation on the publication of materials in the journal "Proceedings of the International Banking Institute".

Reviewed and approved at the meeting of the Editorial Board.

Chief editor



M. V. Sigova