

**FEDERAL STATE BUDGETARY ORGANIZATION  
“GAGARIN RESEARCH&TEST COSMONAUT TRAINING CENTER”**

**REGULATION**  
**on reviewing manuscripts for publication**  
**in the scientific journal “Manned Spaceflight”**

## Contents

Terms and definitions.....	3
Regulatory documents.....	4
Introduction .....	5
1. General provisions.....	6
2. Reviewing procedure.....	8
3. Rules applicable to the manuscript review .....	10
3.1. Requirements for the content of the manuscript review .....	10
Appendix 1 .....	11

## Terms and definitions

**Author** – a person who creates a work or takes part in its creation as well as an institution or an organization on behalf of which the materials are published.

**Copyright** – intellectual rights to works of science, literature, and art. The author of a work enjoys the following rights: exclusive right to a work; right of authorship; right on name; right of inviolability of a work; right of making a work available to the public (the RF CC, Chapter IV, Clause 1255).

**Journal** – a periodical that has a permanent rubrication and contains articles and abstracts on various issues as well as literary-art works.

**Scientific journal** – a journal that contains articles and materials about theoretical research as well as articles and materials of applied nature destined for scientists.

**Periodical** – a serial that comes out via a certain period of time and as a rule has a certain number of issues per year that are not repeated in content, homogeneously organized, numbered and (or) dated, and entitled. Periodicals can be daily, weekly, monthly, quarterly, yearly, etc.

**Editor** – a representative of the scientific journal who prepares materials for publication and supports communication with authors and readers of scientific publications.

**Editorial board** – a deliberative or a managing body consisting of authority persons which assists the publishers or the press organ in selecting, preparing, and assessing the works for publication.

**Reviewer** – an expert who acts on behalf of the scientific journal or the publishers and examines copyright materials for the possibility of their publication.

**Review** – a work, containing an analysis and a reasoned assessment of the author's final manuscript (original) or the publication.

**Reviewing** – a process of written analysis and evaluation of the work or collected works proposed for publication in order to determine the reasonability of its publication, to reveal its merits and demerits what is very important for the improvement of a work by an author and editorial staff.

**Manuscript** – a text submitted by an author to the publishers or editorial staff for publication.

**Article** – a work that circumstantially covers any theme, idea, and problem, contains the elements of their analysis and designed for the periodic continuing publications or non-periodical collected articles as a part of its basic text.

## **Regulatory documents**

The normative legal basis of this Regulation:

1. Civil Code of RF (rev. of 30.09.2013).
2. Law of the Russian Federation on Mass Media of 27.12.91 № 2124-1 (rev. of 01.09.2013).
3. GOST (All-Union State Standard) 7.60-2003. Interstate standard. System of standards on information, librarianship and publishing. Editions. Main types. Terms and definitions.
4. GOST (All-Union State Standard) 7.5-98. Interstate standard. System of standards on information, librarianship and publishing. Journals, collections, information publications. Publishing design of published materials.
5. GOST (All-Union State Standard) 7.76-96. Interstate standard. System of standards on information, librarianship and publishing. Acquisition of document collection. Bibliographing. Cataloging. Terms and definitions.
6. Charter of FSBO “Gagarin R&T CTC”, approved by the order of Federal Space Agency of July 28, 2011 № БП-167.

## **Introduction**

Federal State Budgetary Organization “Gagarin Research & Test Cosmonaut Training Center” (FSBO “Gagarin R&T CTC”) began publishing the scientific journal “Manned Spaceflight” that covers the wide range of issues related to manned missions to space in 2011. The journal publishes papers of the following directions: ensure of manned space programs; ensure of research and development activity in the field of space exploration and construction of space engineering; selection, training, and post-flight rehabilitation of cosmonauts; safety of cosmonauts while in orbit as well as in the field of the theory of designing and technology of flying vehicles, engines; computer systems; experimental studies; remote sensing of Earth; information satellite technology; nanotechnological issues for aircraft and aerospace systems.

Scientific journal “Manned Spaceflight” was registered by the Federal Service for Supervision in the Sphere of Telecom, Information Technologies and Mass Communications (ROSKOMNADZOR) in accordance with the Law of the Russian Federation on Mass Media of 27.12.91 № 2124-1 (rev. of 01.09.2013). Registration certificate PI № FS77-49205 of 30.03.2012. The journal was given the number ISSN 2226-7298, EAN-13: 9772226729508.

Scientific journal “Manned Spaceflight” comes out four times a year. The journal is distributed by subscription through post offices.

## 1. General provisions

This Regulation on reviewing manuscripts submitted for the publication in the scientific journal “Manned Spaceflight” addresses the procedure of accounting and reviewing manuscripts received by the editorial board as well as establishes requirements for the contents of reviews of the manuscripts.

All manuscripts submitted for publication in the journal are subject to reviewing.

Organizational work on reviewing is conducted by the editorial board of the journal, established by order of the Head of the Center № 110 of 19.03.2012 “On the establishment of the editorial board of the scientific and technical journal “Manned Spaceflight” published by the FSBO “Gagarin R&T CTC”.

Members of the editorial board should give written consent to be included in its composition.

The editorial board is headed by the chief editor. As a rule, the Head of the FSBO “Gagarin R&T CTC” executes duty of the chief editor. The chief editor ensures organization and coordination of the entire cycle of works: formation of the structure and contents of each journal issue, reviewing of the manuscripts, their editing, printing, distribution, and putting them online. The chief editor can delegate some authority to the deputy chief editor.

The editorial board consists of the deputy chief editor, executive secretary and editorial board members.

The executive secretary coordinates activity of the editorial board, registers and monitors the receipt and processing of submissions, the timing of pre-publishing preparation of papers and publishing of the journal.

The editorial board of the scientific journal “Manned Spaceflight” ensures the reviewing process. By order of the chief editor, editorial board members participate in reviewing and scientific editing of the manuscripts and also propose the expert candidates to review the papers.

The editorial board of the scientific journal “Manned Spaceflight” places information about the published papers according to the prescribed form of the Russian Science Citation Index and sends copies of reviews to the Ministry of Education and Science of the Russian Federation upon the relevant request.

At least eight experts – candidates and doctors of sciences – from among scientific workers of the FSBO “Gagarin R&T CTC” and of other institutions enter in the composition of the editorial board.

The frequency of meetings of the editorial board is determined by the decision of the editorial board but at least once per quarter. Each meeting is recorded appropriately. The meeting of the editorial board is considered as taken place if it is attended by at least 2/3 of its numerical composition. The decision is valid if voted by the majority of the editorial board members present at the

meeting. In case of equality of votes, the vote of the chief editor is considered as a decisive one.

Members of the editorial board and highly skilled specialists and scientists of FSBO “Gagarin R&T CTC” and of cooperating enterprises and sectors who possess deep professional knowledge and experience in a certain scientific field are engaged to review manuscripts.

## 2. Reviewing procedure

The manuscript of a scientific paper submitted to the editorial board of the journal “Manned Spaceflight” is recorded in the registration log stating the date of its receipt, the paper’s heading, name(s) of author(s), and place(s) of employment(s). The paper is given an individual registration number. This information is also included in the database. Then, the manuscript is examined by the executive secretary for the compliance with the journal profile, requirements for execution of papers in two days. If the paper does not comply with the profile of the journal and (or) with requirements for the execution of papers, the executive secretary sends a reasonable refusal to the author. A manuscript is accepted only provided that it meets the requirements for the execution of papers listed in the journal and on the website <http://www.gctc.ru> under *About GCTC* → *Main directions* → *Research at GCTC* → *Periodicals of the GCTC* → *Information for authors and readers*.

Upon recommendation of the executive secretary, the chief editor or deputy chief editor makes a decision on reviewing the received paper. Typically, the manuscript is sent for reviewing to one or, if necessary, to two reviewers. The deadline for reviewing is 10 days.

Experts acting as reviewers are notified that manuscripts submitted to them are the intellectual property of the authors and are not subject to disclosure. Reviewers are not allowed to make copies of the manuscripts for own needs. Information or ideas obtained in the course of reviewing and related to possible advantages must be kept confidential and not be used for gaining personal benefits. The reviewer has no right to disclose the contents of the reviewed paper prior to publication. Results of reviewing must be passed to the executive secretary of the editorial board in printed and signed format and in electronic copy.

The reviewer who, in his opinion, is not adequately qualified to assess the manuscript or cannot be impartial, for example, if there is a conflict of interest due to competitive, joint and other interactions and relations with any of the authors, companies, and other institutions associated with the submitted paper, must address to the deputy chief editor for excluding him/her from the process of reviewing the manuscript.

The reviewer can:

- recommend the paper for publication;
- recommend the paper for publication after revision considering comments;
- not recommend the paper for publication.

A review must be made in two copies of printed text. One copy remains at the disposal of the editorial board; the other copy is handed over to the author. The editorial board keeps the review in the course of five years from the date of publication of the paper. A copy of the review is sent to the Ministry of Education and Science of the Russian Federation upon the relevant request.



The reviewer on his own discretion can communicate with the author of the paper to tackle the appeared issues.

If there is an indication in the review that the manuscript should be revised, the executive secretary of the editorial board sends the manuscript to the author for revision. In this case the date of receipt of a manuscript by the editorial board will be considered the date of receipt of the revised version.

The author must return the revised manuscript in two weeks. The revised manuscript must be accompanied by a letter from the author, containing the answers to all comments of the reviewer and explaining all the changes in the manuscript.

If under the reviewer's recommendation the manuscript has undergone the substantial revision by the author, it must be subject to re-viewing by the same reviewer.

In case of disagreement with the reviewer's opinion the author has a right to submit a well-reasoned reply to the editorial board of the journal. The manuscript can be handed over to the other reviewer or can be considered at the meeting of the editorial board.

The occurrence of a substantial share of criticism on the reviewer's side along with positive evaluation in whole allows considering the material as polemical and publishing it as scientific discussion.

Upon reviewing, the chief editor or deputy chief editor or, if necessary, the editorial board in a body makes a decision on the expedience of publication.

The editorial board reserves a right to reject the manuscript if the author does not agree to take into account the reviewer's comments.

If the reviewer does not recommend publishing the paper, the reasons for such opinion must be listed in the review.

The negative review is given if obtained results are invalid (there are a contradiction between results and conclusions and fundamental nature laws, false prerequisites, lack of needed check experiments, an insufficiency of experimental data), ethical norms are violated, there is plagiarism, and also if the manuscript does not contain novelty or contains exclusively well-known information, or if the manuscript is written illiterately.

If there are two negative reviews from two different reviewers, the manuscript is not adopted for publication.

If there is a positive review, the editorial board makes the final decision on publishing the manuscript and records it in minutes of meeting. Upon making decision on publishing the manuscript, the executive secretary must inform the author about the time of publishing within two days. The deadline for making decision on publication of the submitted manuscript should not exceed one month.

### **3. Rules applicable to the manuscript review**

The task of reviewing consists in assisting the strict selection of the authors' manuscripts for further publishing and in providing recommendations on their improvement. The review should contain an objective evaluation of the manuscript and a comprehensive analysis of its scientific and methodological advantages and disadvantages. Also, it should contain a reasonable opinion about the possibility of publishing the given manuscript. The recommended content as a rule should not exceed one page of text of A4 format of 14-point type.

While reviewing, the reviewer can use free form writing considering the requirements stated below.

The recommended form of a manuscript review is given in Appendix 1.

#### **3.1. Requirements for the content of the manuscript review**

The reviewer should:

1. Determine the compliance of the contents of a manuscript with the journal profile. Non-core manuscripts are returned with the note: "The manuscript does not comply with the journal profile". Manuscripts complying with the journal profile are reviewed in ten days.

2. Assess the actuality of the contents of a manuscript.

3. Assess the meaningfulness of obtained results of studies (scientific, practical).

4. Show the conformity to the requirements for the execution of a manuscript in respect of the content, abstract, keywords, bibliography and references in the text, author enquiries, etc.

5. Assess the quality of the contents of a manuscript and illustrations.

6. Evaluate the reliability of the contents of a manuscript.

7. Assess the conformity of the used (or introduced) terms and their definitions to those adopted in regulatory and technical documentation.

8. Assess the integrity and completeness of the contents of a manuscript.

9. Provide reasonable conclusions about the manuscript as a whole, comments, and, if necessary, recommendations on its improvement.

The final section of a review should contain a clear recommendation of the publication of a manuscript in the present form or of the need of the improvement or revision of a manuscript (including constructive comments) or perhaps of the inexpediency of its publication in the journal.

## Manuscript Review Form

### Manuscript review

\_\_\_\_\_

(author(s), title of manuscript)

\_\_\_\_\_

submitted for publication in the scientific journal "Manned Spaceflight".

Manuscript deals with \_\_\_\_\_

(topic, problem, urgency of problem)

\_\_\_\_\_

Main results of studies, their scientific and practical significance/relevance/value: \_\_\_\_\_

\_\_\_\_\_

Scientific novelty of studies: \_\_\_\_\_

\_\_\_\_\_

Assessment of manuscript quality (conformance to requirements of execution) \_\_\_\_\_

\_\_\_\_\_

Assessment of reliability and validity of propositions \_\_\_\_\_

\_\_\_\_\_

Comments from reviewer: \_\_\_\_\_

\_\_\_\_\_

Reviewed manuscript \_\_\_\_\_

\_\_\_\_\_

(indicate: recommended for publication in journal, recommended after revision),

\_\_\_\_\_

not recommended for publication by reason of)

Information about reviewer: \_\_\_\_\_

(name, surname)

\_\_\_\_\_

(place of employment, position, academic degree, academic status)

\_\_\_\_\_

(date)

\_\_\_\_\_

(reviewer's signature)