

GUIDELINES ON THE REVIEW OF ARTICLES SUBMITTED TO THE JOURNAL KOLOPROKTOLOGIA

1. All articles submitted for the publication to the Journal Koloproktologia are reviewed by its Executive Secretary in order to determine its compliance with the magazine key issues, registered by the Publishing Editor and the receipt is confirmed to the authors by email. If necessary the possible violation of the publication requirements are highlighted, e.g. number of page and illustrations, the presence of abstracts in English and Russian, the presence of references both in the text and at the end of articles, the sufficient information about authors. The authors are recommended to bring the publication in accordance with the Author Guideline prior to the start of the review process and submit it again.
2. The Executive Secretary and the Editor-in-Chief take a decision on the reviewers of the articles (1 or 2)
3. All articles submitted to the Journal Koloproktologia undergo the independent review. The panel of reviewers may include both members of the editorial board of the Koloproktologia and third-party practitioners and researchers with a high degree of expertise in the field.
4. All articles are reviewed confidentially. Reviewers are notified that all articles are private intellectual property of their authors and their content can't be disclosed.
5. If a review contains a reference to necessary adjustments, the article is sent back to the author for corrections. In this case the date of the return of the corrected article is considered to be the acceptance date.
6. All originals of reviews are stored by the Editorial Board for 5 years after the publication and are available to expert councils of the All-Russian Attestation Committee upon request.
7. An article that was sent to an author for review should be corrected and returned to the Editorial Board within 3 months. The corrected version should also be complemented with a letter from its authors containing a list of responses to all notes and explaining all changes made in the article.
8. If an article underwent considerable changes upon the recommendation of a reviewer, it is sent for a repeat review to the same reviewer.
9. The publishers retain the right to reject an article if its author is unable or unwilling to consider the review.
10. If the initial version of an article receives negative reviews from two reviewers or if the corrected version is rejected by the reviewer the article is rejected without any further reviews by other members of the Editorial Board.
11. If the author doesn't agree with the opinion of a reviewer, he or she has the right to counter it with a detailed response sent to the publishers. The article may be sent for a repeated review or for the clearance to the Editorial Board.
12. The Editorial Board has the sole right to take decisions on the publication after the review.
13. The Executive Secretary informs the author about the decision. The maximum duration of the period between the acceptance of an article and the decision of the Editorial Board on its publication is 2 months.

Guidelines for the review of an original article

The goal of reviewing process is to ensure the strict selection procedure for the articles to be published and to offer specific directions for their improvement. A review should present an objective evaluation of the article and contain the comprehensive analysis of its scientific advantages and flaws.

Requirements for the review of an original article

A reviewer should:

1. Determine the compliance of the article suggested for the publication to the journal profile.
2. Evaluate the up-to-dateness of the article content and its correspondence to the latest developments in science and technology.
3. Evaluate the importance of the obtained results (scientific and practical)
4. Give the quality and/or quantity of the data used in research
5. Evaluate comprehensiveness and reliability of obtained results
6. Evaluate the correctness and preciseness of the used (or introduced) definitions and descriptions

