

## **Peer-review policy of the scientific online journal Actual Problems of Oil and Gas**

Every submitted article has to be examined by the member of the Editorial Board of the journal, responsible for that field of scientific research (the supervisor).

If the paper doesn't comply with the minimum requirements (on the topics, scientific quality, originality and scientific results, as well as on the design of the paper), the author receives a rejection with the justification for it.

Otherwise, the submitted article has to be reviewed.

Peer-review process is anonymous.

The reviewers (usually, two) have to be chosen in accordance with the recommendation of the members of the Editorial Board qualified in the field of knowledge to which the manuscript in question belongs. One of the reviewers should be from another scientific institution. All reviewers should be recognized experts in the subject of the article under review and should have publications on the subject of the article in the last 3 years.

The article should be judged objectively and impartially.

In case of a conflict of interests with the author or organization, the reviewer immediately reports this to the Editorial Board and asks to be expelled from the peer-review process. Any personal criticism of the author is prohibited.

The reviewer must respect the confidentiality of the information provided by the author. It is prohibited to give the paper under review to the third parties that don't have the appropriate purview given by the Editorial Board). The unpublished data from the paper can't be used by the review for any personal gain.

If the review given to the author has any objections or if it is a negative one, the author is requested to amend the paper and to address those concerns.

The revised paper has to pass a re-examination by the reviewer.

If the reviews are positive and don't have any objections, the paper has to be sent to the curator.

In case of a positive conclusion, the curator presents the paper for the publication. The Editorial Board examines the paper and allows it to be published.

In case of a negative conclusion or a rejection of the paper by the Editorial Board, the author gets a rejection with a motivation. In case of the decision to publish the paper, the name of the curator is registered.

After the Editorial Board accepts the paper, it has to be given to the editor.

The Editorial Board sends the authors of the submitted papers the copies of reviews without the personal data of the reviewers or the motivated refusal, and also undertakes to send the copies of reviews to the Ministry of Education and Science of the Russian Federation in case of corresponding request to the Editorial Board.

Each author and reviewer must be acquainted with this document.