

The order of direction, review and publication of articles in the journal
"Proceedings of the Kabardino-Balkarian State University. Humanities research"

For publication in the journal "Proceedings of the Kabardino-Balkarian State University. Humanities research" accepted articles in Russian and English, containing the results of actual fundamental and applied research, advanced scientific technologies, scientific and methodical works.

1. The basic documents required to be published eleven

1.1. One copy of the article in paper form and in electronic form in a separate file on disk; on the label the disc (a must!) the surname of the author (s) and title of the article.

1.2. Complete information about the author (s) in Russian and English languages in paper form and in electronic form, which features a separate article on the file that includes the following information:

- surname, name and patronymic (in full) of each author;
- place of work (name), academic degree, academic rank, position of each author;
- contact telephone numbers, zip code and address, e-mail (e-mail) of each author.

1.3. The cover letter on the letterhead of the institution where the work was performed.

1.4. External review of Doctor of Science (optional).

1.5. The act of examination of the possibility of publication in the press - for physical and mathematical, chemical, biological, technical, economic sciences and earth sciences.

1.6. FAQ about studying in postgraduate or doctoral studies for graduate and doctoral students;

1.7. "License Agreement" (one group of authors) in 2 copies. No article of the Treaty will not be published. The text of the Agreement is available on the website of the journal "Proceedings of KBSU."

2. Rules for Articles

2.1. The paper within 15 A4 pages, spacing - 1.5, font size, Times New Roman Cyr 14 pt; page margins: left - 3 cm, right - 1 cm from the top - 2.0 cm from the bottom - 2.5 cm.

Brief communications within four typewritten pages, including not more than 2 figures and 2 tables.

2.2. The article should include:

- UDC (Universal Decimal Classification) in the upper left corner;
- title of the article (in Russian and English);
- surname, name and patronymic of the author (s) (in Russian and English);
- abstract of paper (up to 500 characters) (Russian and English);
- keywords (5-7 words in Russian and English);
- text of the article reflects the purpose of the study, methods of operation, its own research, the specific findings;
- Bibliography (numbering in the bibliography of sources must comply with the order of reference in the text, number of the source text is indicated in brackets - automatic numbering of references is not allowed);
- signature of the author (s).

2.3. Illustrations for the paper (drawings, photographs) should be in black and white, clear (minimum resolution of 300 dpi, the extension * .jpg.) And inserted into the text. The usual size of the illustrations are not more than half of the A4 sheet. The formulas and symbols are placed in the text, using the formula editor Microsoft Education. The tables inserted in the text; references to figures and tables are required; table names, and captions are mandatory.

2.4. Pagination is required.

2.5. File Type electronically - RTF.

Failure to comply with these rules editors reserve the right not to publish an article.

3. The procedure for reviewing manuscripts in the journal

Publication shall review all incoming materials to the editors (the Articles) corresponding to its category, with a view to peer review. All reviewers are acknowledged experts on the subject of peer-reviewed material and have for the last 3 years of the publication of peer-reviewed articles on the subject. Reviews are stored in the publishing and editorial office (the Editorial Board) within 5 years.

The author has the right to provide its own review of the article, signed by an independent specialist in the field of science and / or practice. In this case, editors may send the article for additional own review.

The manuscript of a scientific paper, received by the editors of the magazine, considered the chief editor and executive secretary of the Editorial Board, a 2-week period for compliance with Articles Profile of the Journal of the requirements for registration is recorded in the register Received manuscripts sent to the review expert, Dr. or a PhD, having the closest to the topic scientific specialization.

By reviewing Articles submitted for publication by the Journal Editorial attracts leading scientists in the field of scientific knowledge. Reviewers can serve on the editorial board of the Journal, as well as highly qualified external experts and practitioners. The reviewer should have a PhD degree or a Doctor of Science or practical experience in this area for at least 5 years. By reviewing can not be held scientific director of the author.

Compliance with the procedure of reviewing manuscripts responsible executive secretary of the editorial board.

Article submitted to the referee in printed and (or) electronic form. Reviewers are notified that sent them to become the private property of the authors and contain information not subject to disclosure. Reviewers are not allowed to make copies of articles and pass it on to third parties.

The review shall be conducted confidentially to the authors of articles, is confidential. Reviews available to the author of the manuscript of his written request, without a signature and the name, position, place of work the reviewer. Review indicating the author of the review is available upon a respective request expert advice in the WAC.

Breach of confidentiality is only possible in the case of the statements reviewer invalidation or falsification of material contained in the manuscript.

Term review determined by the responsible secretary of the magazine and set in agreement with the reviewer with the creation of conditions for the most rapid publication of the article, but may not exceed one month from the date of receipt of the manuscript to the reviewers. Reviewer right to refuse to review within one week of receipt of the manuscript and notify in writing the editorial board.

The review highlights the following issues:

- whether the contents of the article topic stated in the title;
- compliance with article modern achievements of scientific and theoretical thought;
- Are the readers of the article on which it is designed, in terms of language, style and arrangement of the material, clarity, tables, charts, figures and formulas;
- Is it appropriate to publish an article based on previously issued on the subject of literature;
- what exactly are the positive aspects and disadvantages article which corrections and additions need to be made to the author.

The reviewer has the right to give advice to the author and the editors to improve the manuscript. Comments and suggestions of the reviewer should be objective and principled, aimed at improving the scientific and methodological levels of the manuscript.

The final part of the review should be kept informed of the conclusions of the manuscript as a whole and a clear recommendation of the expediency of its publication in the press and contain one of the following decisions:

- recommend the adoption of a manuscript for publication in the press;
- recommend the adoption of a manuscript for publication in the press with the introduction of technological changes;
- recommend the adoption of a manuscript for publication in the press after the removal of the author of the reviewers' comments, and then in the direction of re-reviewing the same reviewer;
- recommend to refuse to publish articles in the press because of its non-compliance with the requirements for the scientific level of the journal (in this case, the article did not recommend a reviewer for publication, to reconsider is not accepted). Text negative review sent to the author by e-mail, fax or regular mail.

In the case of a negative evaluation of the manuscript as a whole, the reviewer should clearly justify their conclusions.

If the review makes recommendations for corrective and finalizing articles, the author of the text is sent to review the proposal to consider when preparing a new version of the article or arguments (partially or completely) to refute them.

Modified (recycled) paper the author re-routed for review.

In case of disagreement with the opinion of the reviewer, the author has the right to appeal to the Editorial Board with reasoned request, in writing, about the direction of his manuscripts for review to another reviewer to bringing the outstanding relevant arguments. In this case, the editorial board sends the manuscript to repeated (additional) review, the author gives a reasoned refusal.

The presence of positive reviews is not sufficient for publication. The final decision on whether and when the publication is received after the chief editor of the review, and if necessary - the editorial board as a whole.

Editorial publications to the authors of submissions or copies of reviews of a reasoned refusal, and also undertakes to send copies of reviews in the Ministry of Education and Science for admission to the editor publication prompted.

Editorial Board does not keep manuscripts not accepted for publication. Manuscripts accepted for publication will not be returned. Manuscripts, negative results of the reviewer, are not published and are not sent back to the author.

In cases of dispute relating to the review, the executive secretary of the editorial board sends materials to the first deputy chief editor.

4. Articles submitted to the publishing department of the CPI KBSU.

CPI KBSU Address: 360004, Nalchik, Chernyshevskogo st.,173.

Phone: (8662) 72-23-13. E-mail: rio@kbsu.ru.

After a positive decision of the editorial board of the publication of an article in the journal "Proceedings of KBSU. Humanities research " the author (or authors) of the lists on the river. cq. KBSU fee of 500 rubles. (including VAT) per page manuscript.

The price includes shipping costs for the magazine in Russia. The author (or authors) of Article 2 receives a copy of the magazine for free.

For additional foreclosure issues of the magazine to be transmitted to the editor (CPI KBSU) letter - a request with the number and the number of copies of the magazine and transferred to p. cq. KBSU fee at the rate of 250 rubles. (in Vol. h. of VAT) for one copy of the magazine.