

PUBLICATION ETHICS AND PUBLICATION MALPRACTICE
ВЕСТНИК АРХИВИСТА
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Authors should ensure that they submit to the “Herald of an Archivist” magazine entirely original works. Authors should maintain objectivity and civility, express their views clearly with supporting arguments, as befits scholarly discussion.

Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Proper acknowledgment of the work of others and of the information sources must always be given. Fraudulent or knowingly inaccurate citations constitute unethical behavior and are unacceptable in the “Herald of an Archivist” magazine.

Authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted. Plagiarism in all forms constitutes unethical publishing behavior and is unacceptable.

Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable. Such manuscripts will be rejected.

Where others who have participated in certain substantive aspects of the research there are project, the corresponding author should ensure that all appropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Editors of the “Herald of an Archivist” magazine should evaluate manuscripts solely for their intellectual content, accurateness, clarity and objectivity.

Editors should encourage ethical research and scholarly discussion. Editors should encourage and be willing to consider cogent criticisms of published papers.

Editors must protect the confidentiality of the authors’ individual data.

Editors, members of the editorial board and peer-reviews of the “Herald of an Archivist” magazine act in accordance with current legislation of the Russian Federation and with international standards and maintain absolute confidentiality in their work. Unpublished materials disclosed in a submitted manuscript must not be used in their own research without the express written consent of the author.

Editorial board should make all reasonable efforts to ensure that a proper investigation into alleged misconduct (breach of confidentiality of data disclosed in a submitted manuscript or misconduct suspected in preparation of a published paper) is conducted. Detailed investigation into a case of misconduct or unethical practices of

editors, members of editorial board or peer-reviews of the “Herald of an Archivist” magazine should be made public in order to prevent any such actions for the purposes of personal gain.

1. COOPERATION CONDITIONS. The Russian historical and archival science journal “Herald of an Archivist” (Vestnik arhivista / HERALD OF AN ARCHIVIST) has been in print since 1991. It is published quarterly. It is represented in leading libraries of the Russian Federation and those abroad and included in the Web of Science (ESCI), in the Higher Attestation Commission list of leading scientific magazines and other editions for publishing PhD research findings (listed under no. 1487), and in the Russian Science Citation Index. Peer-reviewed publications fall within the following research areas: 07.00.00 Historical Sciences and Archeology. DOI 10.28995/2073-0101. The “Herald of an Archivist” journal is a free access magazine.

2. ARTICLES WITH A COVERING letter are accepted in electronic version, which should be sent simultaneously to the following two e-mails: avtoram@vestarchive.ru, elenavestar@mail.ru

The covering letter of the author (a single Word document) should be addressed to the editor-in-chief and should contain a written request to publish the enclosed article. The author should confirm that the text hasn't been submitted to other editions and has been personally reviewed by the author for compliance with ethics of scientific publications. The covering letter should include the mailing date and full name of the author. The list of documents includes: covering letter; article; additional information. In case of two or more co-authors, the covering letter should request a publication on behalf of all co-authors. One of the co-authors should be listed as responsible for further preparation of the article for publication and correspondence with the editorial board. The text should be typed in Microsoft Office Word 1995 – 2003 without decoration and formatting such as hyphenation, text frames and borders, etc. The e-mail should contain the following attachments: 1. File containing the covering letter (titled 1_SMITH_LETTER); 2. File containing the text of the articles (titled 2_SMITH_ARTICLE); 3. File containing the additional information (titled 3_SMITH_ADDITIONAL_INFO). Articles in single file containing illustrations, captions, references, etc. would not be considered.

The editorial staff accepts for evaluation articles in English in the profile field with mandatory Russian translation complying with international standards (see below). All materials in total (article, notes, and references in English and in Russian) should not exceed 25 000 characters with spaces.

All submitted articles that receive positive peer reviews are evaluated at the

quarterly meeting of the editorial board for publication on a competitive basis and according to the standard procedure as consistent with the magazine profile field and its topical sections and originality of the research (the article should score over 85% in the “AntiPlagiat” text reuse detection system).

3. ALL SUBMITTED ARTICLES ARE REGISTERED and the authors receive an automatic notification that the article is to be reviewed by the editorial staff within 15 days from its submission for technical compliance with international standards (SCOPUS, Web of Science, Higher Attestation Commission). Article meeting the requirements, the author receives a note from the editor-in-chief informing of the article being forwarded for peer review. Author who have submitted articles that do not comply with the magazine profile field or cooperation condition of the editorial board or formatting requirements are e-mailed a rejection.

All manuscripts (articles) submitted to the magazine “Herald of an Archivist” are peer reviewed.

Within a fortnight all submitted articles are reviewed for compliance with editorial concept and formatting instructions by the editor-in-chief and his assistants, registered and forwarded to experts on the subject with PhD in History (doctor or candidate) for peer-reviewing.

The editorial board enlists for peer-reviewing leading field experts: members of the editorial board, as well as external experts and practitioners. The reviewers have a PhD field of expertise. Scientific supervisor of the author is not allowed to peer-review the article.

The reviewers are provided with hard and soft copy of the article. The reviewers are notified that all articles are copyright material containing privileged and confidential information. The reviewers are prohibited to make copies of the article or pass the article to any third parties.

The editorial board of the “Herald of an Archivist” uses single blind peer review. Upon written inquiry the editorial board may provide the author with the text of review, but name, position and present employment of the reviewer are hidden from the author. The bylined review may be made available upon expert board request of the State Commission for Academic Degrees and Titles.

Disclosure is only possible in case when reviewer claims falsity or fabrication of the data stated in the manuscript.

The time frame for peer review is subject to agreement with due regard to time efficient publication of the article, but may not exceed one month since receipt of the manuscript by the reviewer. The reviewer wishing to decline reviewing the article has to give written notice to the editorial board within one week from receiving the manuscript.

The review assesses:

consistency of the article content with the title;

agreement of the article with modern science;

presentation and clarity of writing, tables, diagrams, pictures;

advisability of the article publication in view of previously published works on the subject;

merits and flaws of the article, and necessary corrections and additions to be made by the author.

The reviewer is entitled to advise the author and the editorial board on ways to improve the manuscript. The reviewer's feedback should be objective, crucial and helpful for increasing the scientific and methodological standards.

The review should end with a well-founded conclusion on the manuscript and a bright-line rule on advisability of its publication and one of the following recommendations:

accept the manuscript for publication as it is;

accept the manuscript for publication after minor revisions;

accept the manuscript for publication after significant revisions advised by the reviewer, such revisions should be re-reviewed by the same reviewer;

reject as inconsistent with scholarly status of the magazine, such manuscript is not to be re-reviewed.

The review with recommendation to reject is forwarded to the author by e-mail, fax or post.

In case of unfavourable assessment of the manuscript the reviewer should make a well founded argument.

The review containing recommendations on improving the text is forwarded to the author along with suggestion to incorporate them in the next revised article or give reasons for their rejection. The revised article is re-reviewed.

The author disagreeing with the peer review may give a reasoned written request to send the manuscript to a different reviewer. The editorial board either complies with the request or gives a substantiated refusal.

The editorial board of the magazine does not store the rejected manuscripts. The editorial board does not return the submitted manuscripts. The manuscripts that received a negative peer review are not published and are not returned to the author.

The editorial board of the "Herald of an Archivist" evaluate submitted articles and reviews quarterly and decide on the publication. In the case of positive decision the author receives an e-mail with article proof for checking. In the case of negative decision editorial staff notifies the author. Authors bear responsibility for the information authenticity, the accuracy of facts, figures and quotes, etc, that is for observance of ethics of scientific publications.

A positive peer review is not sufficient ground for publication. The final decision on advisability and time of publication is made by the editor-in-chief on the editorial board meeting.

Upon request the editorial board informs the author of the decision in a reasoned written response by mail, fax or post.

The originals of the reviews are stored by the editorial board for a 5 year after signing.

The staff editors and experts of the “Herald of an Archivist” who have knowledge of the magazine profile field evaluate submitted articles and reviews quarterly and decide on the publication. In the case of positive decision the author receives an e-mail with article proof for checking.

Having received the notification, the author (all co-authors) should fill in the contract (in duplicate) and send it to the editorial office: 117393 Moscow, Profsoyuznaya str., 82, Russian Society of Historians and Archivists, for the editor-in-chief of “Herald of an Archivist.”

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Abstract. The abstract (short summary of the article in IMRAD order) in Russian and in English should present **main goals and objectives**, fundamental facts

and revealed trends of the study; define chronological framework of the article; introduce major terms. The text should be coherent, compact and dynamic, without mention of any data absent in the main text of the article. It should **explain the research procedure** without entering into methodological details. **Subject, topic, goal of the study** should only be described if not clear from the title; methods and methodology of the article should be explained if there is some novelty. The essence of the study should be made clear by precise and conclusive summary of the **main results and their import**; the conclusions may be followed recommendations, assessments, and speculation, as presented in the body of the article. The abstract should mention the most relevant terms of the article, but no abbreviations or citations. The developed ideas should result one from another; the text should be laconic without minor details and superfluity of words. **The abstract in Russian or in English should not exceed 2 000 – 2 500 characters with spaces.**

Keywords. Keywords in Russian and in English should represent the content of the article without repeating terms used in the title and in the abstract. As the keywords should facilitate the search for the article in national and foreign citation databases and internet resources, it is advisable to use terms mentioned in the article and those that determine the field of study, as well as other major terms. Keywords should be arranged in order of importance in comma separated sequence of 5-7 words or two- or three-word phrases.

ARTICLE TEXT. Submitted article should be consistent with the magazine profile field (issues of sources and archival studies, document science, archeography) and its topical sections and comply with major international standards. The introduction should sum up the significance of the article, goals and objectives of the research, present its chronological and territorial frameworks, review the sources and the scholarship on the issue (citing an auto numbered list of 3-5 references to major works on the subject in Russian with transliteration and [translation of the title in square brackets]), methods of the study, its originality and major results.

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In English version the name of the author should be typed in CAPITAL LETTERS. In order to be registered in the citation databases (SCOPUS, Web of Science, search by journal HERALD OF AN ARCHIVIST), all titles of monographs, articles, article collections, etc. should be transliterated and typed in italics; the title of the book (or article) should be translated. The translation in Roman type should be followed by In Russ., which denotes that it is published in Russian, and placed in square brackets. In English version the name of the editor(s) goes before the title

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**The editor-in-chief of the “HERALD OF AN ARCHIVIST”,
PhD in History**



I.A. Anfertiev

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