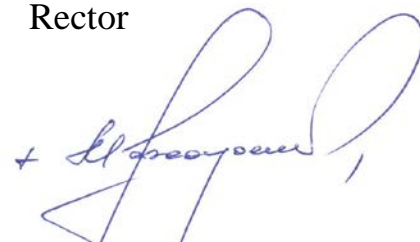


Religious organization – spiritual educational organization  
of higher education "Tambov Theological Seminary  
Tambov Diocese of the Russian Orthodox Church"

Adopted at the meeting  
Scientific Council  
Protocol No. 5  
from 07.02.2024

I APPROVE  
Rector

A handwritten signature in blue ink, appearing to be "S. G. Gerasimov", written over a horizontal line.

"07" February 2024

**THE PROCEDURE FOR REVIEWING ARTICLES  
sent for publication in the scientific journal  
"Theological Collection of the Tambov Theological Seminary"**

**Tambov  
2024**

## **1. General provisions.**

1.1. Articles submitted to the editorial board of the peer-reviewed scientific journal "Theological Collection of the Tambov Theological Seminary" (hereinafter - the Journal) must correspond to its profile and contain theoretically and (or) practically significant scientific conclusions (results), as well as meet the requirements for publications:<http://www.tamds.ru/trebovaniya-k-publikatsiyam-v-bogoslovskom-sbornike-tambovskoj-duhovnoj-seminarii/>

1.2. The percentage of originality of the manuscript submitted for review should be at least 75%. Checking for borrowings is carried out on the licensed version of the program "Anti-Plagiarism.University" with mandatory submission of a report.

1.3. Articles are published in the Journal after passing a two-way confidential (anonymous) review, in which the reviewers do not know the names of the authors of the articles, and the names of the reviewers are not reported to the authors of the articles.

1.4. Authors from among students, undergraduates and postgraduates submit to the editorial office a completed and certified review of a supervisor or other specialist with an academic degree in this scientific field, containing a recommendation for publication in the Journal.

1.5. The reviewers may be members of the editorial board and the Editorial Board of the Journal, as well as experts involved by them – scientists and specialists in this field (having a doctorate or PhD degree). All reviewers are recognized experts on the subject of peer-reviewed materials and have published on the subject of the reviewed article within the last three years.

1.6. A person acting as a reviewer of an article cannot be its author (co-author).

## **2. Organization of peer review**

2.1. The manuscript submitted by the author is sent to the members of the editorial board and (or) the Editorial board of the Journal, as well as to the experts involved by them, according to the profile of the scientific research or on the subject of the issues considered in the manuscript for review, for the purpose of evaluation according to the criteria set out in section 3 of this document.

2.2. 10 working days are allotted for the preparation of the review from the date of receipt of the manuscript by the reviewer. The reviewer submits to the editorial office the original of the review with a personal signature and seal of the organization (main place of work) and (or) an electronic version (scanned copy) of this document in PDF or JPG formats, as well as an anonymous copy of the review (without a personal signature and seal of the organization) in Word format for sending to the author of the manuscript.

2.3. Reviewers are notified that the manuscripts sent to them are the private property of the authors and relate to information not subject to disclosure.

2.4. After the review is completed, the author of the manuscript is provided with a copy of the review or a reasoned refusal, without a signature and indication of the surname, position, place of work of the reviewer. A copy of the review can be provided upon request to the Ministry of Education and Science of the Russian Federation.

2.5. Violation of confidentiality is possible only if the reviewer claims that the materials contained in the manuscript are unreliable or falsified.

2.6. Articles that have been successfully reviewed are queued for publication in the next issues of the Journal.

2.7. If there is an indication in the review of the manuscript that it needs to be corrected, then it is sent to the author for revision. The author must make all necessary corrections and re-send to the editorial office the corrected text, as well as its identical electronic version (marked "Corrected") together with the original version and a cover letter-response to the reviewer about the corrections made. After revision, the article is re-reviewed, and the editorial board decides on the possibility of publication.

2.8. In case of disagreement with the opinion of the reviewer, the author of the manuscript has the right to provide a reasoned response to the editorial board of the Journal. The manuscript can be sent for re-reviewing or for approval to the editorial board.

2.9. The decision on the expediency of publication after repeated review is made by the editor-in-chief (deputy editor-in-chief), and, if necessary, by the editorial board as a whole.

2.10. The Editorial Board does not assume obligations on the terms of publication of articles.

2.11. The Editorial Board does not disclose information concerning the manuscript (including information about its receipt, content, review process, critical comments of reviewers and final decision) to anyone other than the authors and reviewers themselves.

2.12. Reviewers and editorial staff have no right to use in their own interests the materials of the article under review (in whole or in part), as well as knowledge of its content before publication.

2.13. The original reviews of the articles submitted to the editorial office with the personal signature of the reviewers and the seal of the organization (the main place of work of the reviewer) must be kept in the editorial office of the Journal for five years from the date of publication of the articles.

2.14. The Editorial Board of the Journal does not enter into a discussion with the authors about rejected articles.

### **3. Requirements for the content of the review**

3.1. The review should contain a qualified analysis of the manuscript material, an objective, reasoned assessment of it and reasonable recommendations to the author and the editorial board regarding the publication of this material.

3.2. In the review, special attention should be paid to the following issues:

3.2.1. Correspondence of the manuscript to the subject of one of the sections of the Journal, which one ("Theology and Philosophy", "History of the Church", "Orthodox Anthropology and Pedagogy", "Philology").

3.2.2. General analysis of the relevance of the topic, scientific level, terminology, the structure of the manuscript.

3.2.3. Scientific presentation, compliance of the methods, techniques, recommendations and research results used by the author with modern achievements of science and practice.

3.2.4. Assessment of the readiness of the manuscript for publication in terms of language and style, compliance with the established requirements for the design of the manuscript materials.

3.2.5. Compliance with the requirements of the volume of the manuscript as a whole and the proportionality of its individual elements (text, tables, illustrative material), the availability and correctness of the design of bibliographic references; the expediency of placing tables, illustrative material in the article and their compliance with the topic; recommendations for a rational reduction or increase in volume (specify at the expense of which element of the manuscript).

3.2.6. Evaluation of the originality and place of the reviewed work among others written on a similar topic: aspects of the novelty of the study, the relevance of the use of sources and scientific literature on the issue under study.

3.2.7. Inaccuracies and errors made by the author in the factual material and in the logic of the construction of the text.

3.2.8. Ethical correctness and the author's ability to argue his own point of view on a scientific problem.

3.3. The review can be submitted in the form of an expert questionnaire with relevant explanations and comments (see Application) or in free form, taking into account the criteria set out in paragraph 3.2. of this document.

3.4. The comments and suggestions of the reviewer should be objective and principled, aimed at improving the scientific and methodological levels of the article.

3.5. The final part of the review should contain reasonable conclusions about the manuscript as a whole and a clear recommendation on the expediency of its publication in the Journal with an indication of the section.

3.6. In case of a negative evaluation of the manuscript as a whole, the reviewer must justify his conclusions on each criterion.

## Sample of the expert evaluation of the article in the form of a questionnaire

## REVIEW

of the article "*The title of the article...*" received by the editorial office of the scientific journal "Theological Collection of the Tambov Theological Seminary"

No.	Name of the criterion	Score
1.	Correspondence of the article to the subject of the journal	
2.	Compliance of the article with the required volume of publication (15 – 40 thousand characters).	
3.	The relevance of the topic chosen by the author, the formulation of the problem under study.	
4.	Structuring of the article (the presence of an introduction, conclusion, adequate content of the internal division of the main part).	
5.	The scientific presentation of the presented material and the relevance of the use of terminology, sources and literature on the topic of the study.	
6.	The level of scientific understanding, compliance of the used methods, techniques, as well as the author's recommendations and research results with modern achievements of science and practice.	
7.	Speech and stylistic design of the article, compliance with language norms.	
8.	Compliance with the requirements of the article design (availability of UDC, information about the author, annotation, keywords in Russian and English, properly designed in-text links to sources and literature, a properly designed list of references and its transliterated version).	
9.	Factual accuracy of the presented material and cited sources.	
10.	Ethical correctness in the presentation of the author's position.	
TOTAL:		

For each criterion, the review author gives from 0 to 4 points in accordance with the following scale:

- 0 – complete non-compliance with the criterion;
- 1 – weak compliance with the criterion;
- 2 – the criterion is formally met;
- 3 – the criterion is sufficiently met;

4 – full compliance with the criterion.

According to the first two criteria, only two evaluation options are possible:

0 – complete non-compliance with the criterion;

4 – full compliance with the criterion.

The maximum number of points according to the proposed criteria is 40. Articles that have scored at least 30 points in total according to all criteria are allowed for publication. At the same time, less than 2 points are not allowed for any criterion.

If the expert gives less than 2 points on one or more criteria, the article is sent for revision. According to all criteria that require improvement, the reviewer gives exhaustive written explanations.

Articles that have scored less than 24 points according to the results of the expert evaluation, as well as those that have received 0 points according to one or more criteria, are rejected. In case of rejection of the manuscript, the reviewer motivates his decision on each criterion.

**The review should end with the phrase:**

"The article meets the requirements and can be published in the peer-reviewed scientific journal "Theological Collection of the Tambov Theological Seminary".

**Or:**

"The article needs to be finalized according to the above criteria. After making amendments, it is recommended for reconsideration by the editorial board of the peer-reviewed scientific journal "Theological Collection of the Tambov Theological Seminary".

**Or:**

"The article is not recommended for publication in the peer-reviewed scientific journal "Theological Collection of the Tambov Theological Seminary" due to non-compliance with the requirements."