**PROCEDURE FOR REVIEWING MANUSCRIPTS**

**in the journal “Physical Education and University Sport”**

1. General Provisions

1.1. These rules regulate procedure for reviewing manuscripts of articles and requirements for reviews submitted to the editorial board of the journal “Physical Education and University Sport”.

1.2. The purpose of reviewing incoming articles is to improve the quality of articles published in the journal and, as a result, to promote relevant scientific research through the evaluation of materials by highly qualified experts.

1.3. Upon receipt of a request from the Ministry of Science and Higher Education, the editorial board sends copies of the relevant reviews.

1.4. Reviews are kept in the editorial board of the journal for at least 5 years.

2. Rules for submitting materials for review

2.1. Scientific articles that correspond to the profile of the journal and are designed in strict accordance with the rules for authors are allowed for review.

2.2. A manuscript submitted to this journal may only be published if it (or a similar version) has not been published and will not be simultaneously submitted or published elsewhere.

2.3. If the above requirements are met, the manuscript of the article is submitted to the editorial board, which appoints the reviewer(s) and decides on publication.

3. Organization of peer review

3.1. The review involves independent experts who are recognized experts in the subject of peer-reviewed materials that have published on this issue over the past 3 years.

3.2. The editorial board of the journal follows the editorial ethics of the journal “Physical Education and University Sport”. Authors, sending a manuscript for publication, and reviewers, agreeing to review the manuscript, must also comply with ethical standards.

3.3. Reviewing is carried out confidentially. Review type: double-blind (the reviewer does not receive information about the authors of the manuscript, the authors of the manuscript do not receive information about the reviewers).

3.4. Reviewers are notified that the manuscripts sent to them are the private property of the authors and are classified as confidential information. Reviewers are not allowed to make copies of articles for their own needs. The initial review usually takes one month.

3.7. If the review of the article contains indications of the need to correct it, then it is sent to the author for revision.

3.8. The article sent to the author for revision should be returned in the corrected form as soon as possible. An article delayed for a period of more than three months is considered as a newly received article. The revised manuscript must be accompanied by a letter from the authors containing responses to all comments and explaining all changes made in the article. Returning an article for revision does not mean that the article will be published; after revision, it will be reviewed again.

3.9. In case of disagreement with the opinion of the reviewer, the author of the article has the right to provide a reasoned answer to the editors of the journal. The article can be sent for re-reviewing, or for approval by the editorial board. If the author refuses to modify the article, (s)he must attach a written justification of the reason for his refusal. In disputable cases, the decision is made by the Editor-in-Chief.

3.10. Taking into account the results of the review, the editorial board decides to publish the article. The final decision on the publication of the article is made by the Editor-in-Chief.

3.10.1. Along with the decision made, the editorial board of the journal sends copies of reviews or a reasoned refusal to the authors of the submitted materials.

Editor in Chief,

President of Russian Student Sports Union,

PhD, Academician of the Russian Academy of Education S.G. Seiranov