

Regulations on the Editorial Council and Editorial Board of the scientific journal “Perm University Herald. ECONOMY”

I. Editorial Council.

- 1.1.** The Editorial Council (further – EC) performs general direction of the work of the journal. EC consists of members who have given their written consent to work within its structure.
- 1.2.** Sessions of EC are held as required operationally.
- 1.3.** If needed, EC council decisions can be taken through its members polling.
- 1.4.** EC competence covers:
 - scientific advising and support for the journal;
 - elaboration of the journal’s development conception;
 - elaboration of recommendations for quality improvement of the journal’s content and design.
- 1.5.** EC membership can be changed by the decision of its members themselves or by the collective decision of the Editorial Board.
- 1.6.** Members of EC are approved by the Rector of Perm State University.
- 1.7.** EC members have the right to:
 - give opinions on materials offered for publication;
 - represent the journal at the instructions of EC in state bodies, social associations, scientific and educational institutions, the mass media and other organizations;
 - formulate and take collective decisions aimed at the journal’s development and optimize work on its publishing.

II. Editorial Board.

- 2.1.** The Editorial Board (further – EB) performs organizational direction over the journal’s issues. EB consists of members who have given their written consent to work within its structure.
- 2.2.** EC membership can be changed by the decision of its members themselves or by the collective decision of EB.
- 2.3.** EB members are responsible for:
 - organizing and/or performing expert assessment of articles;
 - recommendation of candidates for peer review;
 - studying peer reviews of manuscripts;
 - recommendation/rejection of the materials for/from publication;
 - assistance in the journal’s distribution in the academic circles.
- 2.4.** The editor-in-chief approved by the Rector of Perm State University performs general direction of the work of EB and EC.

2.5. Members of EB are approved by the Rector of Perm State University.

2.6. EB sessions are held within terms determined by the editor-in-chief.

2.7. The editor-in-chief has the following duties:

- to manage the work of EC and EB;
- to determine whether manuscripts correspond to the journal's specialization and to send them for peer review;
- to take decisions on the possibility of publishing manuscripts basing on peer reviews and reviewers' recommendations;
- to approve the journal's issues for type-setting and printing;
- to represent the journal in state bodies, institutions and social organizations, to maintain contacts with the organizations interested;
- to appoint a deputy editor-in-chief and an executive secretary;
- to organize accurate financing of typographical and other expenses concerning the journal's publication.

2.8. The deputy editor-in-chief has the following duties:

- to perform the editor-in-chief's responsibilities during his/her absence;
- to carry out the editor-in-chief's assignments concerning management and organization of the work of EC and EB;
- to collaborate with the editor-in-chief, executive secretary, members of EC and EB, reviewers and authors on issues concerning the journal's publication, collaborate with the Department of Scientific Periodicals and Serials;
- to determine whether manuscripts correspond to the journal's specialization;
- to reject submitted articles from registration and consideration in the event they do not correspond to the journal's specialization or formatting guidelines;
- to set terms of peer review for each manuscript provided that the conditions for publishing the article as soon as possible are created;
- to send manuscripts for peer review;
- to take decisions on the possibility of publishing manuscripts basing on peer reviews and reviewers' recommendations;
- to form the content of the journal's current issue;
 - to control terms of authorizing for printing and publishing for each issue in concordance with the annual plan given in the passport of the periodical;
 - to provide storage of manuscripts and peer reviews within a five-year period from the date of their entry.

2.9. The executive secretary has the following duties:

- to collaborate with the editor-in-chief, deputy editor-in-chief, members of EB and EC, reviewers and authors on issues concerning the journal's publication;
- to execute decisions taken by EB, editor-in-chief and deputy editor-in-chief;
- to organize literary and scientific editing of the materials, to collaborate with the Printing House and Translation Bureau;
- to control compliance of manuscripts to the requirements of formatting in accordance with the state standards (GOST) and guidelines for authors;

- to correspond with authors, in particular send them proofs and author's copies of the journal;
- to prepare and send the journal's materials to the Russian Science Citation Index system and other systems of citation.
- to provide the journal's free copies for recipients in concordance with the list of compulsory distribution, to organize postal distribution of each issue to subscribers according to the subscription index duties;
- to organize informational support of the journal's website.

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