

Manuscript Review Rules

1. Verification. Received by the editors of the journal “Institute of Psychology of the Russian Academy of Sciences. Organizational Psychology and Labor Psychology”, author's manuscripts are subject to mandatory verification in the “AntiPlagiat” system (network address: <https://ipras.antiplagiat.ru>).
2. Reviewing. The manuscripts that have passed the check for compliance with the requirements for the content and design of articles adopted in the journal and are checked in the "AntiPlagiat" system are sent for examination to specialists in the specialized subject area. In the journal “Institute of Psychology of the Russian Academy of Sciences. Organizational Psychology and Labor Psychology” the rules of one-sided “blind” reviewing are observed: the author is known to the reviewer, the reviewer is unknown to the author. Interaction between authors and reviewers is carried out only through the editorial staff. The term for reviewing the manuscript is 2 months from the date of appointment of reviewers by the editorial board of the publication.
3. Making a decision. Based on the results of the review, a decision is made regarding the possibility of publishing the article. Options for solutions: recommend for publication, send the article for revision, reject, recommend to another journal that matches the profile of the article. In case of a request from the author or a decision on revision, the author is provided with an expert opinion (review) on the article without specifying the name of the reviewer.
4. Refinement. If it is necessary to revise the manuscript, the author provides a new version of the manuscript with the comments of the reviewer taken into account within two months from the date of receipt of comments, wishes and comments from the reviewer or the editorial board. In the text of the manuscript, the edits made should be highlighted, or the edits are indicated in the inventory to the article (listing and description of the edits made in free form). The name of the file with the revised article includes the name of the author and the date of revision. Example: Ivanov_I.I._article_revision_14.1.19 If the deadlines for revision are not met, the author disagrees with the principal remarks of the reviewer, as well as in the absence of argumentation of the author's disagreement with the comments made, the editorial board reserves the right to reject the manuscript. The revised materials are sent by the editors for mandatory re-review.
5. Recommendation for publication. After the article is accepted for publication, the manuscript is included in the schedule of the publication of the issues of the publication. At the request of the author, the editorial board provides the author with a Certificate of acceptance of the article for publication in the established form.
6. Pre-press preparation. During the prepress of the article, the author is obliged to comply with the terms established by the editorial office (providing the requested

information, making the necessary changes to the text, etc.). The editorial board reserves the right to literary and scientific editing of the content of the article in agreement with the author. Upon completion of scientific and literary editing, the final version of the article is sent to the author for approval of the edits made to the text. Within the time period established by the editors, the author must approve the revision and provide a list of desired edits for making them into the text. In case of non-observance of the established deadlines, the editorial board has the right to exclude the article from the issue.