**Procedure for reviewing of manuscripts submitted for publication in the journal «AIC: economics, management»**

1. All the scientific manuscripts submitted to the Editorial Board are subject to mandatory peer review. The peer review is provided by scientists, doctors of science that are acknowledged experts on the subject of the reviewed materials and have publications on the subject of the reviewed manuscript during the last 3 years.
2. The scientific manuscript received by the Editorial Board of the journal is checked for its compliance to a profile of the journal, the requirements for registration and registered. Then the manuscript is sent to the expert whose scientific specialization is close to the topic of the manuscript. The manuscripts which fail to comply with requirements for registration of scientific manuscript are not considered.
3. The maximum review period is two months from the date of receiving the manuscript by the Editorial Board.
4. In the review the following aspects are to be specified: a) whether the contents of the manuscript correspond to its title, b) in what measure the manuscript corresponds to the modern achievements in the considered science area c) the assessment of the material supply form, d) the expediency of publishing the manuscript, e) the description of advantages and disadvantages of the manuscript. In the finishing part of the review it is necessary to state the reasoned and constructive conclusions about the manuscript and to make the clear recommendation about need of the publication of the manuscript in the journal or its revision (with naming of the inaccuracies made by the author and mistakes).
5. The Editorial Board sends the authors of the submitted manuscripts the copies of reviews or a reasoned refusal and also undertakes to send the copies of reviews to the Ministry of Education and Science of the Russian Federation in the case of admission of corresponding request to the Editorial Board.
6. If the review contains recommendations for the manuscript revision and improvement, it is sent to the author with the offer to take into account the recommendations while preparing a new version of the manuscript. The author has to present a new version of the manuscript to the Editorial Board of the journal no later than one month from the date of receiving recommendations. The revised article is repeatedly sent for reviewing.
7. The final decision concerning the publication of the manuscript is made by the Editorial Board of the journal and recorded in the protocol of the meeting of the Editorial Board.
8. After the Editorial board of the journal has made the decision concerning the admission of the manuscript for publication, the journal edition informs the author about it and specifies the terms of publication for 5 days.
9. The review originals are kept in the publishing house and the Editorial Board of the journal for five years. The Editorial Board of the journal does not keep the manuscripts that are not accepted for publication. The manuscripts that are published are not returned to the authors.