

**FEDERAL STATE BUDGETARY ORGANIZATION
“Yu.A. GAGARIN RESEARCH&TEST COSMONAUT TRAINING CENTER”**

REGULATION
on the Editorial Board and reviewing manuscripts for publication
in the scientific journal “Manned Spaceflight”

2024

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Terms and definitions

Author is a person who creates a work or takes part in its creation as well as an institution or an organization on behalf of which the materials are published.

Copyright is intellectual rights to works of science, literature, and art. The author of a work enjoys the following rights: exclusive right to the work; right of authorship; right to a name; right of inviolability of a work; right of publication (the RF CC, Chapter IV, Clause 1255).

Journal is a periodical that has a permanent rubrication and contains articles and abstracts on various issues as well as literary-art works.

Scientific journal is a journal that contains articles and materials about theoretical research as well as articles and materials of applied nature destined for scientists.

Periodical is a serial that comes out via a certain period of time and as a rule has a certain number of issues per year that are not repeated in content, homogeneously organized, numbered and (or) dated, and entitled. Periodicals can be daily, weekly, monthly, quarterly, yearly, etc.

Editor is a representative of the scientific journal who prepares materials for publication and supports communication with authors and readers of scientific publications.

Editorial board is a deliberative or a managing body consisting of authoritative scientists which selects, evaluates, reviews scientific manuscripts and forms a journal for subsequent publication.

Editorial-expert group is an advisory body which assists the editorial board in preparing and publishing the journal.

Reviewer is an expert who acts on behalf of the scientific journal or the publishers and examines copyright materials for the possibility of their publication in the journal.

Review is the expert opinion of a reviewer, containing an analysis and a reasoned assessment of the author's material or the publication.

Reviewing is a process of written analysis and evaluation of the work or collected works submitted for publication in order to determine the novelty and actuality, feasibility of publication, to reveal merits and demerits for its further improvement by an author and editorial board.

Manuscript is a text submitted by an author to the publishers or editorial staff for publication.

Article is a work that circumstantially covers any theme, idea, and problem, contains the elements of their analysis and designed for the periodic continuing publications or non-periodical collected articles as a part of its basic text.

Regulatory documents

The normative legal basis of this Regulation:

1. Civil Code of RF (rev. of 30.09.2013).
2. Law of the Russian Federation on Mass Media of 27.12.91 № 2124-1 (rev. of 01.09.2013).
3. GOST R 7.0.100-2018. National standard of the Russian Federation. System of standards on information, librarianship and publishing. Bibliographic record. Bibliographic description. General requirements and drafting rules.
4. GOST R 7.0.4-2020. National standard of the Russian Federation. System of standards on information, librarianship and publishing. Editions. Imprint. General requirements and execution rules.
5. GOST R 7.0.60-2020. National standard of the Russian Federation. System of standards on information, librarianship and publishing. Editions. Main types. Terms and Definitions.
6. Charter of FSBO “Yu.A. Gagarin R&T CTC”, approved by the order of Federal Space Agency of July 28, 2011 № VP-167 (revised 11/02/2023).

Introduction

Federal State Budgetary Organization “Gagarin Research & Test Cosmonaut Training Center” (FSBO “Gagarin R&T CTC”) began publishing the scientific journal “Manned Spaceflight” that covers the wide range of issues related to manned missions to space in 2011. The journal publishes papers of the following directions: ensure of manned space programs; ensure of research and development activity in the field of space exploration and construction of space engineering; selection, training, and post-flight rehabilitation of cosmonauts; safety of cosmonauts while in orbit as well as in the field of the theory of designing and technology of flying vehicles, engines; computer systems; experimental studies; remote sensing of Earth; information satellite technology; nanotechnological issues for aircraft and aerospace systems; robotic systems of space purposes.

The journal subject matter is defined by scientific specialties and corresponding scientific branches in which academic degrees are conferred.

Scientific journal “Manned Spaceflight” was registered by the Federal Service for Supervision in the Sphere of Telecom, Information Technologies and Mass Communications (ROSKOMNADZOR) in accordance with the Law of the Russian Federation on Mass Media of 27.12.91 № 2124-1 (rev. of 01.09.2013). Registration certificate PI № FS77-49205 of 30.03.2012. The journal was given the number ISSN 2226-7298, EAN-13: 9772226729508.

Scientific journal “Manned Spaceflight” comes out four times a year. The journal is distributed by subscription.

1. General provisions

This Regulation on the Editorial Board and reviewing manuscripts submitted for the publication in the scientific journal “Manned Spaceflight” (hereinafter referred to as the Regulation) regulates work routine for the editorial board and reviewing manuscripts as well as specifies requirements for the content of reviews.

The reviewing and preparation of the journal for the publication are carried out/implemented by the editorial board and the editorial-expert group, the complement of which is approved by the head of the Federal State Budgetary Organization “Yu.A. Gagarin R&T CTC”.

The chairman of the editorial board and the editorial-expert group is the head of the FSBO “Yu.A. Gagarin R&T CTC”.

The head of the editorial board is the editor-in-chief. The editor-in-chief ensures the organization and coordination of the entire cycle of forming the structure and content of each issue of the journal, reviewing, editing, publishing, distributing papers and posting them on the Internet. The editor-in-chief may delegate part of his powers to the deputy editor-in-chief.

The editorial board includes the deputy editor-in-chief, members of the editorial board and the executive secretary. Members of the editorial board give written consent to participate in its work.

The editorial board of the scientific journal “Manned Spaceflight” ensures the organization of reviewing. Members of the editorial board, on behalf of the editor-in-chief or deputy editor-in-chief, participate in reviewing and editing manuscripts and also propose experts in reviewing manuscripts.

The editorial board of the scientific journal “Manned Spaceflight” places information on published papers in the Russian Science Citation Index system in set form as well as provides copies of reviews to the Ministry of Education and Science of the Russian Federation upon corresponding request.

The editorial board of the scientific journal “Manned Spaceflight” includes at least three doctors of science in each scientific specialty declared in the publication from among scientific workers of the FSBO “Yu.A. Gagarin R&T CTC” (no more than 50 % of members from among employees of the founding organization) and other institutions.

The frequency of meetings of the editorial board is decided by the editorial board itself, but at least once a quarter. Each meeting is documented in appropriate minutes. The meeting of the editorial board is considered as occurred if at least 2/3

of its numerical composition took part in it. The decision is considered valid if was voted by the majority of members of the editorial board at the meeting. In case of equality of votes, the vote of the editor-in-chief is considered as a decisive one.

The editorial-expert group is headed by the deputy head of the FSBO “Yu.A. Gagarin R&T CTC” whose sphere of responsibility includes scientific activities.

The editorial-expert group carries out work on preparing the journal for publication, issuing, distributing and placing it in registration and thematic databases and other electronic resources.

All manuscripts submitted for publication in the journal are subject to review.

Members of the editorial board and the editorial-expert group of the “Manned Spaceflight” journal as well as highly qualified specialists and scientists of FSBO “Gagarin R&T CTC” and other institutions and enterprises who possess deep professional knowledge and experience in a certain scientific field can be engaged to review manuscripts.

The executive secretary coordinates activities of the editorial board and the editorial-expert group, registers and controls receipt and processing of submitted materials, time-frame for the prepress preparation of papers and publication of the journal.

2. Reviewing procedure

The scientific manuscript submitted to the editorial board of the “Manned Spaceflight” journal is registered and reviewed by the executive secretary for compliance with the journal specialization, requirements for formatting the papers and the presence of an expert opinion on the possibility of open publication. The manuscript is accepted for consideration provided it meets the requirements for formatting given on the website <http://www.gctc.ru> under *About GCTC → Main directions → Research at GCTC → Periodicals of the GCTC → Information for authors and readers*.

In order to ensure the quality of materials published and compliance with copyright, all incoming manuscripts are checked for borrowings through the Antiplagiat system and only after that are sent for review.

If any comments are made regarding the topic, design, or originality, the article is rejected, and the author receives a corresponding notification by e-mail.

Upon recommendation of the executive secretary, the editor-in-chief or deputy editor-in-chief makes a decision on reviewing the scientific manuscript submitted. Typically, the manuscript is sent for reviewing to one or, if necessary, to two reviewers. The deadline for reviewing is 10 days.

Single-blind peer review is used to review the manuscript. The author of the manuscript is not informed of the identity and contact information of the reviewer. Anonymity allows the reviewer to be objective without fear of criticism from the author. During the review process, the reviewer, at his own discretion, can contact the author of the paper to resolve any issues that may arise.

Experts acting as reviewers are notified that manuscripts submitted to them are the intellectual property of the authors and could not be disclosed. Reviewers are not allowed to make copies of the manuscripts for own needs. Information or ideas obtained in the course of reviewing and related to possible advantages must be kept confidential and not be used for gaining personal benefits. The reviewer has no right to disclose the contents of the reviewed paper prior to its publication. Results of reviewing are submitted to the executive secretary of the editorial board in printed and signed format and in electronic format.

The reviewer who, in his opinion, is not adequately qualified to assess the manuscript or cannot be impartial, for example, if there is a conflict of interest due to competitive, joint and other interactions and relations with any of the authors, companies, and other institutions associated with the submitted manuscript, should

address to the deputy chief editor for excluding him/her from reviewing the manuscript.

The reviewer can:

- recommend the paper for publication;
- recommend the paper for publication after revision considering comments;
- not recommend the paper for publication.

A review must be made in two copies of printed text. One copy remains at the disposal of the editorial board; the other copy is handed over to the author. The editorial board keeps the review in the course of five years from the date of publication of the paper. A copy of the review is sent to the Ministry of Education and Science of the Russian Federation upon the relevant request.

The reviewer on his own discretion can communicate with the author of the paper to tackle the appeared issues.

If there is an indication in the review that the manuscript should be revised, the executive secretary of the editorial board sends the manuscript to the author for revision. In this case the date of receipt of a manuscript by the editorial board will be considered the date of receipt of the revised version.

The author must return the revised manuscript in two weeks. The revised manuscript must be accompanied by a letter from the author, containing the answers to all comments of the reviewer and explaining all the changes in the manuscript.

If under the reviewer's recommendation the manuscript has undergone the substantial revision by the author, it must be subject to re-viewing by the same reviewer.

In case of disagreement with the reviewer's opinion the author has a right to submit a well-reasoned reply to the editorial board of the journal. The manuscript can be handed over to the other reviewer or can be considered at the meeting of the editorial board.

The occurrence of a substantial share of criticism on the reviewer's side along with positive evaluation in whole allows considering the material as polemical and publishing it as scientific discussion.

Upon reviewing, the chief editor or deputy chief editor or, if necessary, the editorial board in a body makes a decision on the expedience of publication.

The editorial board reserves a right to reject the manuscript if the author does not agree to take into account the reviewer's comments.

If the reviewer does not recommend publishing the paper, the reasons for such opinion must be listed in the review.

The negative review is given if obtained results are invalid (there are a contradiction between results and conclusions and fundamental nature laws, false prerequisites, lack of needed check experiments, an insufficiency of experimental data), ethical norms are violated, there is plagiarism, and also if the manuscript does not contain novelty or contains exclusively well-known information, or if the manuscript is written illiterately.

If there are two negative reviews from two different reviewers, the manuscript is not adopted for publication.

If there is a positive review, the editorial board makes the final decision on publishing the manuscript and records it in minutes of meeting. Upon making decision on publishing the manuscript, the executive secretary must inform the author about the time of publishing within two days. The deadline for making decision on publication of the submitted manuscript should not exceed one month.

3. Requirements for reviews of manuscripts

The task of reviewing consists in assisting the strict selection of the authors' manuscripts for further publishing and in providing recommendations on their improvement. The review should contain an objective evaluation of the manuscript and a comprehensive analysis of its scientific and methodological advantages and disadvantages. Also, it should contain a reasonable opinion about the possibility of publishing the given manuscript. The recommended content as a rule should not exceed one page of text of A4 format of 14-point type.

While reviewing, the reviewer can use free form writing considering the requirements stated below.

The recommended form of a manuscript review is given in Appendix 1.

3.1. Requirements for the content of the manuscript review

The reviewer should:

1. Determine the compliance of the contents of a manuscript with the journal profile. Non-core manuscripts are returned with the note: "The manuscript does not comply with the journal profile". Manuscripts complying with the journal profile are reviewed in ten days.

2. Assess the actuality of the contents of a manuscript.

3. Assess the meaningfulness of obtained results of studies (scientific, practical).

4. Show the conformity to the requirements for the execution of a manuscript in respect of the content, abstract, keywords, bibliography and references in the text, author enquiries, etc.

5. Assess the quality of the contents of a manuscript and illustrations.

6. Evaluate the reliability of the contents of a manuscript.

7. Assess the conformity of the used (or introduced) terms and their definitions to those adopted in regulatory and technical documentation.

8. Assess the integrity and completeness of the contents of a manuscript.

9. Provide reasonable conclusions about the manuscript as a whole, comments, and, if necessary, recommendations on its improvement.

The final section of a review should contain a clear recommendation of the publication of a manuscript in the present form or of the need of the improvement or revision of a manuscript (including constructive comments) or perhaps of the inexpediency of its publication in the journal.

Manuscript Review Form

Manuscript review

_____ (author(s), title of manuscript)

submitted for publication in the scientific journal "Manned Spaceflight".

Manuscript deals with _____ (topic, problem, urgency of problem)

Main results of studies, their scientific and practical significance/relevance/value: _____

Scientific novelty of studies: _____

Assessment of manuscript quality (conformance to requirements of execution) _____

Assessment of reliability and validity of propositions _____

Comments from reviewer: _____

Reviewed manuscript _____

(indicate: recommended for publication in journal, recommended after revision),

not recommended for publication by reason of)

Information about reviewer: _____ (name, surname)

(place of employment, position, academic degree, academic status)

_____ (date)

_____ (reviewer's signature)