

The procedure for reviewing manuscripts of articles submitted to the editorial office of the *Occupational Health and Human Ecology* journal

1. Manuscripts of articles submitted to the editorial office of the journal are checked for compliance with the design of the article and accompanying documents with the requirements of the journal.
2. All articles submitted to the editorial office are subject to the review procedure for the purpose of their expert evaluation. The editor-in-chief appoints a reviewer from among the members of the editorial board.  
The review option is applied in a two-way "blind" (both do not know about each other).
3. Expert evaluation of the manuscript should be carried out according to the following criteria:
  - compliance with the subject of the journal;
  - does the title of the article reflect the content and object of the study;
  - the presence of a description, problems with the justification of the relevance of its solution;
  - evaluation of the purpose of the study,
  - availability and quality of the description of the material, research methods, and tools used in the study, justification of the choice of the method of statistical processing and analysis of research materials;
  - the degree of reliability and significance of the results;
  - availability, content and compliance with the research materials or conclusions;
  - scientific novelty and practical significance of the research results;
  - availability and registration of an article-by-article bibliographic list based on the requirements provided for by the current GOST;
  - availability of information about the organizations in which the work was performed and complete information about all the authors of the article.
4. The reviewer also evaluates the structure, content, conciseness of the abstract of the article, its compliance with the structure and content of the article, the presence of keywords. The review may contain comments that are subject to correction by the author of the article. Reviewer's comments are sent to the author of the article by e-mail. The author corrects the comments until the editor receives a positive conclusion from the reviewer.
5. The review should contain a general conclusion about the possibility of publishing the article without any corrections or after the author corrects the reviewer's comments, or about the rejection of the manuscript for publication and for what reason.
6. The review is written in a free form.
7. The editorial board of the journal notifies the authors by e-mail about the decision of the editorial board to accept articles for publication.
8. Reviews of the received materials on paper are stored in the editorial office for 5 years. At the request of the Ministry of Education and Science, reviews are necessarily submitted to the Higher Attestation Commission and/or the Ministry.
9. In case of refusal to send a manuscript submitted by the author for review, the editorial board sends the author a reasoned refusal to publish it.
10. The maximum period for making a decision on referral for review is 2 weeks.
11. The maximum period for reviewing an article is within one month (from the moment the article is sent to the reviewer).