

**The order of consideration,
review and publication of articles in
scientific and practical peer-reviewed journal
"Medical and biological problems of
life activity "**

1. General Provisions

1.1 This Provision regulates the consideration, review and publication procedures of articles in the scientific and practical peer-reviewed journal "Medical and biological problems of life activity".

1.2 SI "The Republican Research Center for Radiation Medicine and Human Ecology "(hereinafter SI" RRCRM&HE") is the founder of the scientific and practical journal "Medical and biological problems of life activity"(hereinafter the journal).

1.3 The Editor-in-chief, represented by the director of SI "RRCRM&HE", provides overall direction of the journal.

1.4 The Editor-in-chief is the Head of the Editorial Board composed of the Deputy Editor-in-chief, the Executive Secretary, the Science Editor and the members of the editorial board.

1.5 The Editorial Council of the Journal (hereinafter - Council) provides overall control over the activities of the Editorial Board (hereinafter -Board).

1.6 The meetings of the Council are held at least once every six months, the Council decisions are recorded. The Meeting of the Board is considered competent, if at least half of its members attend it. Simple majority of votes of attending members takes the Council's decisions.

1.7 The Members of the Council determine the possibility of publication of materials in the press and other media.

1.8 The Council of the Journal:

1.8.1. Defines scientific and information policy of the Journal and its thematic scope.

1.8.2. Approves the current and future publication plans of the Journal.

1.8.3. Specifies the number and identities of members of the Editorial Board.

1.8.4. Determines the procedure of interaction with other mass media, state and public organizations.

2. 3.5.5. Discusses, approves the sections, the headings and the content of each issue of the Journal.

3. 3.5.6. Develops the recommendations for improving of the quality of journal content and design.

4. 3.5.7. Participates in the selecting of the authors, maintaining relations with stakeholders and readers.

5. 3.5.8. Discusses and offers circulation of the Journal, as well as addressees of its distribution. The Chairman of the Board is entitled to specify circulation of certain issues.
6. 3.5.9. Hears the reports of the Editorial Board on the implementation of the editorial plans.
7. 3.6. The Member of the Board is entitled to:
 8. 3.6.1. Offer opinions and recommendations for the content of the magazine.
 9. 3.6.2. Offer subjects of publications.
 10. 3.6.3. Participate in the preparation of the journal issues.
 11. 3.6.4. Represent the interests of the Journal in state and public organizations on behalf of the Chairman of the Board or the Deputy.
12. 3.7. Member of the Board is obligated to:
 13. 3.7.1. Attend meetings of the Board.
 14. 3.7.2. Participate in the discussion of the thematic plans for publication in the journal.
 15. 3.7.3. Familiarize himself\herself with materials offered to print, review articles and materials submitted for publishing, and timely provide review of them by order of the Editor-in-Chief or the Deputy Editor-in-Chief.
 16. 3.7.4. Participate in activities related to the journal activity.
 17. 3.7.5. Promote actively the journal; seek to enhance its credibility among readers.
18. 3.8. The Board is a collective working body, directly involved in the preparation of issues materials, their reviewing and scientific editing.
 19. 3.8.1. During the meeting of the Editorial Board, the Science Editor receives reports on the scripts and their options for further passing.
 20. 3.8.2. All submitted articles and materials are subject to peer review, which is carried out by the Science Editor of the Journal, as well as by a member of the Editorial Council, or Editorial Board. Basing on the material themes and content submitted for publication in the Journal, the Editor-in-Chief or the Deputy appoints the reviewer of these materials. Where appropriate, (Related Topics) submitted materials can be reviewed by two or more reviewers.
 21. 3.8.3. Basing on a detailed study of submitted materials, the reviewer prepares written material review (comment), in which the reviewer briefly reflects importance, scientific novelty, practical relevance, degree of validity and reliability of submitted materials, as well as makes a general conclusion about expediency (or in expediency) of publication, or about

the necessity for improvement.

22. 3.8.4. The Editorial Board on the basis of reviews takes one of the following decisions:

23. 1) To accept the script for publication;

24. 2) To return to the author for removal of the marked disadvantages;

25. 3) To submit for editing with post review by the Editorial Board;

26. 4) To recommend for depositing;

27. 5) To consider inexpediency of publishing.

28. The Location (address) of Editorial Board: Iliycha, 290, 246040, Gomel, Belarus.

2. The goals and objectives of the Journal and its Edition Board

2.1 The Journal is an international scientific and practical information-analytical periodical in the field of medicine and biology.

2.2 The goal of the journal is the publication and dissemination of the research results, development efforts of Belarusian and foreign authors, informational and analytical materials in the field of radiological and clinical medicine, radiation epidemiology, radiobiology, radioecology, dosimetry, medical rehabilitation and the Radiation Safety of the Republic of Belarus, CIS countries and foreign scientific organizations and institutions.

2.3 The purpose of the Editorial Board is the preparation for publication of materials of SI "The Republican Research Center for Radiation Medicine and Human Ecology" research and development staff, scientists of Belarus, CIS and non-CIS countries.

2.4 The main objectives of Edition Board are:

- Registration of submitted materials;
- Review;
- Editing;
- Carrying on a correspondence with the authors;
- Distribution of proof;
- Content formation;
- Preparing issues for publication;
- Control of the issues passing at all stages of editorial and publishing process in accordance with the procedure of registration, review and publication of materials submitted in the Edition Board;
- Engaging of lead domestic and foreign scientists, specialists and managers in the preparation and review of articles and materials for publishing in the journal;
- The making contracts with printing offices, publishing houses and engaged employees for preparation and replication of the Journal issues;
- The Journal advertising via the Internet and other media;

- The establishment of creative and organizational communication with other educational institutions and foreign partners for the experience exchange;
- Dissemination of the Journal by providing subscription and distribution of copies of the Journal;
- Engaging of advertisers to obtain additional funds, aimed at publishing activities;
- Other activities to ensure the publishing of the journal and Editorial board activity.

3. The procedure of the appointment and the activity of the Editorial board.

3.1 The members of the editorial board are elected from the leading scientists and experts in the field of radiation and clinical medicine, radiation epidemiology, radiobiology, radioecology, dosimetry, medical rehabilitation and radiation safety upon preliminary agreement with each candidate.

3.2 The members of the Editorial Board are approved by decision of the Director of SI "The Republican Research Center for Radiation Medicine and Human Ecology"

3.3 The Editorial Board is convened ad hoc to discuss issues related to the production and publication of the Journal.

3.4 The meeting of the editorial board will be authorized, if it more than half the members of the Editorial board attend it, including the Editor-in-Chief. The decisions are taken by a simple majority of the attending the members and approved by the Editor-in-Chief.

3.5 The decisions of the Editorial board serve as guidelines.

3.6 The members of the Editorial board assist the Editions in the selection of materials for the publication, the review, the advertising and the distribution of the journal.

4. The procedure of the appointment and the activity of the Editorial Council

4.1 The members of the Editorial Council (hereinafter the Council) are elected from the leading scientists and experts of the Republic of Belarus, CIS and non-CIS countries in the field of radiological and clinical medicine, radiation epidemiology, radiobiology, radioecology, dosimetry, medical rehabilitation and radiation safety upon preliminary agreement with each candidate, the membership is approved by the decision of the Director of SI "The Republican Research Center for Radiation Medicine and Human Ecology".

4.2 The activities of the Editorial Council is headed by the Editor-in-Chief.

4.3 The Council is convened ad hoc to discuss perspective directions of the Journal.

4.4 The Council's decisions serve as guidelines.

5. Management of the Editorial Board

5.1 Management of the Editorial Board is carried out by the Editor-in-Chief, Director of SI "The Republican Research Center for Radiation Medicine and Human Ecology" and the Editor-in-Chief within competence that is determined by

these Regulations.

5.2 Current activity of Edition is carried out by the Editor-in-Chief

5.3 The Editor-in-Chief carry out his\her activity in accordance with the legislation of the Republic of Belarus, the Charter and other regulatory documents of the SI “The Republican Research Center for Radiation Medicine and Human Ecology”, as well as in accordance with this Provision.

5.4 The Editor-in-Chief is responsible for the meeting requirement that legislation of the Republic of Belarus specify for the mass media activity.

6. The Structure and competence of Edition

6.1 The Executive secretary carry out the current management of the Edition. The Executive secretary is appointed by the decision of the Director of Editions Order of the Director of the SI ”The Republican Research Center for Radiation Medicine and Human Ecology”.

6.2 The Executive Secretary is obliged to :

- Distribute work among the editorial staff;
- Prepare the meetings of the Editorial Council and the Editorial Board, to shape an agenda;
- Prepare materials for consideration at the meeting of the Editorial board;
- Draft orders of the rector and other regulative documents related to the Edition activity;
- Maintain contacts with the WAC of the Republic of Belarus and with the RUE "Belpochta" on current issues of the Edition;
- Study and apply the experience of similar research periodicals of the universities of the Republic of Belarus.
- Organize the timely preparation of the next issue of the Journal to publishing;
- Make proposals for membership in the Edition;
- Provide the necessary equipment and expandable materials for the Edition activity;
- Provide the subscription campaign at the university;
- Provide the publication of information about the Journal and its authors on the official website of the university under the heading "Vestnik".

7. The rights and obligations of Editions employees

7.1. Editorial staff within their competence enjoy the right to:

- Contribute suggestions for improving of the Edition activity to the administration of the Edition ;
- Participate in the activity of Editorial boards;

7.2. Editorial staff are obliged to:

- Provide the authors with requirements for execution of the documents and volume of the submitted materials;

- Register materials at the Editorial Board;
- Carry out drawing up of the documents in accordance with the of standards requirements; technical requirements and other regulatory documents;
- Take measures to improve materials with authors in accordance with the comments of the reviewer and Editorial Board;
- Carry out activity in accordance with the legislation of the Republic of Belarus;
- To improve professional skills and qualification in the prescribed manner.

8. The financing issues of the journal, distribution and use of proceeds, property rights

8.1 The funds, required for the production and publication of the Journal, are devoted by SI “The Republican Research Center for Radiation Medicine and Human Ecology” in accordance with the Provision, and devoted by the other sources in accordance with the legislation of the Republic of Belarus.

8.2 The income, obtained as a result of the Edition activity, is the property of SI “The Republican Research Center for Radiation Medicine and Human Ecology” property and it is used to restore material expenditures of the production and distribution of the magazine, the implementation of compulsory payments and deductions, and for other purposes, including remuneration of labor and financial encouragement for employees of the Edition.

8.3 The property, used by the Edition, is a part of property of SI “The Republican Research Center for Radiation Medicine and Human Ecology”. The governing bodies of the SI “The Republican Research Center for Radiation Medicine and Human Ecology” take the decisions within their competence to endow the Edition with the property.

9. The grounds and procedure for termination and suspension of the activity of Edition

9.1 The Scientific Council of SI “The Republican Research Center for Radiation Medicine and Human Ecology” takes the decision to terminate or suspend the activity of the Edition and the publication of the Journal. Also the activity of the Edition and the publication of the Journal can be terminated or suspended on civil process at the suit of the registering authority (in accordance with the art.16 of the Law of the Republic of Belarus “On the press and other media”).