**PEER REVIEW RULES**

**1. General information**

The «Sustainability Management» journal is composed of original theoretical and experimental articles of leading specialists working in sociological, economic and pedagogical sciences fields developing at the university nowadays.

Articles in the following research areas are accepted:

* 08.00.00 Economic Sciences;
* 13.00.00 Pedagogical Sciences;
* 22.00.00 Sociological Sciences.

**2. Articles submission rules**

  Scientific articles that have not been published anywhere and are not intended for simultaneous publication in other issues are printed in «Sustainability Management» journal. Original articles in Russian and English languages, corresponding to the Journal’s profile and reflecting the results of the authors' research, are accepted.

**3. Articles preparation requirements**

While preparing submitted materials the following rules should be complied:

1. The authors are to send a single copy of article on the A4 format sheets signed by all authors together with its electronic version to the Editorial Board at the following postal address: 68, Karl Marx street, Kazan, 420015, Russian Federation, for editorial staff of the «Sustainability Management» journal; at the email address development\_knrtu@mail.ru; or forward to the journal’s executive secretary (KNRTU, building B, office B-313).

2. The text is to be printed in the Word file format with the following page setups: top page margin 2 cm, bottom margin – 1,5 cm, left margin – 1,75 cm, right margin – 2 cm, page header – 1,25 cm, page footer – 1,25 cm; article text font - Times New Roman Cyr, 11 pt,single-spaced.Paragraph indent -1,5 cm. The recommended articles’ volume is not less than 5 pages.

The first line contains the initials and surname of the article author (authors team) in Russian and English languages. Through the line the title of the article is given in capital letters and in bold type (in Russian and English). You need also specify the UDC.

Further through the line the keywords (5-10), separated by a comma, are indicated in Russian and English languages. Before the full text of the article a structured annotation (summary) is placed - an exact statement of the article content, including the main factual information and conclusions, without additional interpretation or critical remarks the article’s author.

The recommended abstract volume in our journal is 230 - 250 words.

The abstract should be submitted in Russian and English.

Abstract in English should be written in qualitative English, without using online translators.

Annotation to the article should be: informative (should not contain general words); original; substantial (to reflect the main content of the article and the results of the research); structured (to follow the results describing logic in the article).

The reference list is provided after the main text through the line. The citable literature is numbered in the order of the mention, in the text the counting number of the reference is enclosed in square brackets. The reference list is placed at the end of the article and is made without indentation in accordance with the resources submission rules by GOST 7.0.5 - 2008.

On the last page of the article, after the given reference, it is necessary to indicate information about the authors: name, title, position, structural subdivision, organization, e-mail, correspondent postal address and telephone for contacts with the authors of the article (can be one number for authors team) with a complete translation of these data into English.

**4. Peer review and consideration stages**

All articles submitted to the Editorial Board are subject to review. The review is obligatory as the main examination document conducted by the editorial board to determine the material’s correspondence to scientific and thematic orientation of the Journal. All reviewers are acknowledged experts on the peer-reviewed materials theme and have published in the last 3 years on the subject of the article being reviewed. The reviews are kept in the publishing house and in the editorial office of the publication for 5 years.

In the case of a negative conclusion on the article publication, the author is given a reasoned refusal.

When a positive review is received, the article is submitted to a meeting of the editorial board to the issue of publication in general order solution. Positive reviews are not sufficient basis for the articles publication. The final decision on the articles publishing appropriateness is taken by the editorial board.