

# **STATUTE of the journal Bulletin of the Siberian Branch of the Russian Academy of Medical Sciences**

## **GENERAL PROVISIONS**

1. The theoretical and scientific journal “Bulletin of the Siberian Branch of the Russian Academy of Medical Sciences” is published in compliance with federal legislation on mass media, Charter of the SB of the Russian Academy of Medical Sciences, Regulations on editorial and publishing activity of the SB GM of the Russian Academy of Medical Sciences (RAMS), and the present Statute of the journal.
2. The Journal was founded in 1981. Its founder is SB GM of the Russian Academy of Medical Sciences. “Bulletin of the Siberian Branch of the Russian Academy of Medical Sciences” is an official publication of RAMS Siberian Branch.  
The journal was registered with the RF State Press Committee, registration certificate No 013320 as of February 10, 1995.  
The journal was also registered with the International Center for world periodicals registration; the ISSN number for the printed Journal is ISSN 1815-6703, the ISSN number of the electronic journal is ISSN 1815-6711.  
The subscription index with *Rospechat* agency catalogue is 46816.
3. The main goal of the journal is the publication of original research articles addressing the health problems of population in Siberia, Far East, and Far North; covering advancements in medical and biological sciences, implementation of state-of-the-art diagnostic aids and treatments.
4. The printed version of the journal is published six times per a year. The identical electronic version is later available on the Web.
5. The scope of the journal includes medical research, advertising of prescription drugs, treatments, diagnostic aids and methods. By the decision of the editorial board, special supplements to the journal can be published.
6. Manuscripts submitted for publication in the journal should be prepared in compliance with Uniform Requirements for Manuscripts Submitted to Biomedical Journals adopted in 1997 by International Committee of Medical Journal Editors now known as Vancouver group, updated in February 2006. The electronic version of “Uniform requirements” is available on the website of the RAMS Siberian Branch.
7. “Bulletin of the Siberian Branch of the Russian Academy of Medical Sciences” is a peer reviewed journal and most of the submitted articles are subject to external peer review.
8. The editorial board of the journal and the degree of its financial support shall be approved by the Presidium of SB RAMS at its meeting.

## EDITORIAL BOARD

1. The editorial board prepares the journal for publication.
2. The editorial board is headed by the EDITOR-IN-CHIEF
3. The editor-in-chief has one DEPUTY.
4. The editorial board comprises an EXECUTIVE SECRETARY of the journal.
5. The editorial board of the journal is selected from eminent SB RAMS researchers based on the principle of maximum representation of various fields of medical science (as advised by the Editor-in-chief).
6. The members of the editorial board under the instruction of the Editor-in-Chief can perform scientific editing of the submitted articles.
7. By the resolution of the editorial board, special supplements to the journal are issued, the journal design, and the design of the journal cover of every issue are approved, the publication interval (regularity) is set or (when necessary) changed, as well as the layout and number of copies. The editorial board of the journal takes the resolution about modifying the status of the journal or its liquidation.

## DUTIES OF THE EDITORIAL BOARD

1. The editorial board members take part in working out long-term plans for the journal and discussions of every issue content.
2. The editor-in-chief coordinates editing and production for each issue of the journal, secures reviewers for articles, is responsible for publication and circulation of the bulletin and its electronic version. The editor-in-chief endorses each issue of the journal “for typing” “for printing” “for publishing”. The editor-in-chief can delegate some of his authority to his/her Deputy or the Executive Secretary of the journal.
3. The Executive Secretary coordinates the activity of the editorial board, manages the work of the editorial staff, controls timely manuscript submission and processing; sends the manuscripts to reviewers and controls their timely review; sets the optimum time of the journal pre-press and issue.

## EDITORIAL STAFF

1. Editorial staff members provide filing of the submitted materials, reviewal, maintain correspondence with the authors and contributors, are responsible for distribution of proof sheets, compiling of the bulletin table of content, preparation of original manuscripts and electronic versions of papers before sending them to the printer's.
2. They control the compliance of the submitted manuscript with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals and with Instructions for Authors.

3. Editorial staff members distribute free copies of the journal between research institutions of SB RAMS.

#### PEER REVIEWAL

1. All manuscripts submitted to the journal are sent by the Executive Secretary to the experts of no less than MD level.
2. The reviewers shall not be employed by research institutions where research was carried out.
3. The reviewers are informed that the manuscripts submitted to them for review are the private property of the authors and are confidential. The reviewers are not allowed to make copies of the manuscripts for their own use. Confidentiality compromise is possible only in the cases of alleged research misconduct (fabrication or falsification of research materials). Review is confidential and the author of the reviewed article is given an opportunity to read the review.
4. The decision about publication of a manuscript after review is made by the Editor-in-chief or when necessary by the entire editorial board.

#### PUBLICATIONS

1. The journal publishes research surveys, clinical and experimental research papers, proceedings of scientific sessions and conferences, anniversary greetings, obituaries, information materials.
2. The authors submit their manuscripts in electronic form accompanied by a hard copy of the manuscript. Instructions for authors are developed by the editorial board and approved by the Editor-in-chief. If necessary, the instructions can be amended but at most annually.
4. The galley proofs of articles to be published in every issue of the journal are sent to the authors for checking.
5. Advertising materials to be published in the journal should not contain advertisement of health-hazardous products.