

## **Procedure for reviewing manuscripts**

All articles submitted to the journal «Mathematical Machines and Systems» undergo a review procedure aimed at providing the most objective assessment of the content of the scientific article and a comprehensive analysis of its advantages and disadvantages. Only those materials that were not published elsewhere before, meet the high standards, focus and scope of the journal can be accepted for publication.

The author submits to the editorial office an article that meets the requirements for publication in the journal «Mathematical Machines and Systems». Manuscripts that do not meet the requirements will not be considered.

1. A reviewer (two reviewers if necessary) according to the research profile is appointed as the editor-in-chief of the journal. The reviewer can be a member of the editorial board or a specially invited specialist in the relevant field of knowledge.

2. The term of consideration of the article is up to 30 days.

3. External or internal single-blind peer review is carried out. The reviewer makes a conclusion about the scientific level of the submitted article and gives a recommendation for its publication. For all the articles submitted for review, the degree of uniqueness of the author's text is determined with the appropriate software (Unicheck). Citation is allowed in a volume not exceeding 15 % of the total volume of the article. Thus, the uniqueness must be at least 85 %.

4. After the final analysis of the article, the reviewer provides the author with one of the following recommendations: to publish the article without changes, to make minor changes, to make significant changes, to reject the article. The given recommendations are sent to the author's E-mail.

5. If some comments are found, the article is sent to the author for revision. The article received by the author for revision after the reviewing procedure shall be returned to the editorial office with the reviewer's evaluation, where it shall be indicated which comments of the reviewer are taken into account. In case of disagreement with the opinion of the reviewer, the author may submit a reasoned answer for consideration by the editorial board. The final decision for publication is made by the editorial board and is considered final.

6. The author may finalize the article for not more than one month.

7. If the author of the article does not agree with the evaluation of the reviewer, he has the right to provide a reasoned answer to the editorial board of the journal. The case will be discussed at the meeting of the editorial board and the article will be directed to another specialist for additional review. The editorial

board reserves the right to reject articles in case of inability or unwillingness of the author to take into account the wishes and comments of reviewers.

8. The final decision on the possibility and expediency of publication is made at the meeting of the editorial board. When the decision to accept the article for publication is made, this information is provided to the author and the expected date of publication is indicated.