

# Regulations on the Peer Review of Scientific Articles Submitted to the Editorial Office of the *GeolInfo* Journal

## 1. General Provisions

1.1. These Regulations on the Peer Review of Scientific and Applied Scientific Articles establish the procedure and process for reviewing manuscripts submitted to the editorial office of the *GeolInfo* journal (hereinafter referred to as “the Journal”).

1.2. The peer review of articles is carried out to ensure the high academic quality of the Journal by publishing only original, scientifically or practically significant works.

1.3. All manuscripts submitted by authors for publication are subject to peer review, except for materials intended for sections published as supplements to the Journal and specifically designated as such in each issue.

1.4. The following key terms are used in these Regulations:

- **Author** – an individual or group of individuals contributing to the creation of a manuscript based on the results of scientific research.
- **Editor-in-Chief** – the person heading the editorial office and making final decisions on the publication of the Journal and its content.
- **Editorial Secretary** – a specialist responsible for organizing and supervising internal editorial work related to planning and ensuring the timely and high-quality preparation of Journal materials for publication.
- **Plagiarism** – the deliberate appropriation of another person’s scholarly or artistic work, ideas, or inventions.
- **Editor** – a representative of the Journal or publisher who prepares materials for publication and maintains communication with authors and readers of scientific publications.
- **Editorial Board** – an advisory body comprising recognized experts who assist the Editor-in-Chief in the selection, preparation, and evaluation of works for publication.
- **Reviewer** – an expert acting on behalf of the Journal or publisher to conduct a scientific evaluation of manuscripts in order to determine their suitability for publication.
- **Peer Review** – the process of examination and expert evaluation of a submitted manuscript by reviewers, aimed at determining the advisability of its publication and identifying its strengths and weaknesses.

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## 2. Initial Review Procedure

2.1. The Journal accepts manuscripts and materials reflecting scientific perspectives, the results of applied work, and findings of fundamental and applied research in the fields of Earth sciences, including: engineering geology, ecology, engineering geodesy, geotechnical calculations, engineering geophysics, hydrometeorology, engineering surveys for construction, engineering protection of territories, geological risks, engineering-geological issues of cultural heritage preservation, as well as translations of foreign works in these fields published in Russia for the first time. Manuscripts that do not correspond to these subject areas will not be considered.

2.2. A manuscript is accepted for consideration only if it meets the requirements specified above.

2.3. Manuscripts must be submitted exclusively by email to [info@geoinfo.ru](mailto:info@geoinfo.ru) and must include:

- a carefully proofread version of the manuscript, previously unpublished, containing a bibliographic reference list with at least six sources;
- an abstract (a concise summary of the article's subject matter) of 150–250 words, and 8–10 keywords. The translation of author information, the abstract, keywords, and references is performed by the editorial office.

2.4. Manuscripts must be open for publication. Materials subject to restrictions (classified or otherwise restricted) will not be accepted.

2.5. Authors will be notified of receipt of their materials within three days. Thereafter, all manuscripts meeting the Journal's thematic requirements are posted in open access on the Journal's website, where experts are invited to comment. Simultaneously, each article is sent for peer review to a specialist from the Editorial Board or to an external expert.

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### **3. Peer Review Procedure**

3.1. All scientific manuscripts submitted to the *GeoInfo* journal are subject to mandatory peer review.

3.2. Reviewers are selected from among recognized experts working in the relevant field of knowledge addressed by the manuscript.

3.3. The Journal applies a two-stage peer review system. If doubts arise regarding the quality of the manuscript or in cases of conflicting reviewer opinions, the article may be sent for additional review. The decision to publish is made by the Editor-in-Chief on the basis of reviewers' evaluations.

The reviewer assesses the manuscript for topicality, scientific novelty, as well as clarity and structure. If the reviewer's comments are deemed correctable, the manuscript is returned to the author for revision. The Journal reserves the right to reject manuscripts if authors decline to address reviewers' comments.

At the author's request, the editorial office provides a copy of the review without disclosing the reviewer's personal information.

3.4. The review period is determined individually with the aim of ensuring prompt publication, but shall not exceed 45 days from the date of submission. The period may be extended if additional review is required or if a relevant expert is temporarily unavailable.

3.5. If the reviewer recommends revision or rejection of a manuscript, the review must specify the reasons for such a decision, identifying substantive and/or technical shortcomings with references to specific sections or pages if necessary. Reviewer comments must be objective, constructive, and aimed at improving the scholarly quality of the manuscript. The review must also include an assessment of the author's personal contribution to the problem under consideration. It is desirable to comment on the style, logic, accessibility of presentation, validity of conclusions, representativeness of empirical material, quality of illustrations, tables, and data. Each review concludes with an overall assessment of the manuscript and a recommendation: acceptance, revision, or rejection.

3.6. Peer review in the Journal is open: reviews and reviewer information may be published together with the article or on the Journal's website.

3.7. Each submitted article is published in open access in the "Preprints" section of the Journal's website ([geoinfo.ru](http://geoinfo.ru)). Visitors are invited to read preprints and provide comments on their content, relevance, and value for science and practice.

3.8. Original reviews are stored in the electronic archive of the Journal for five years. Upon request from the Ministry of Science and Higher Education of the Russian Federation, reviews must be submitted to the Higher Attestation Commission and/or the Ministry.

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#### **4. Decision on Publication**

4.1. Based on reviewers' conclusions, a decision is made to accept or reject the manuscript. The final decision rests with the Editor-in-Chief.

4.2. In making the final decision, special attention is given to the relevance of the scientific problem addressed by the author. Reviews must clearly define the theoretical or applied significance of the research and correlate the author's conclusions with existing scientific concepts.

4.3. Authors receive an official notification via email on behalf of the Editor-in-Chief, containing a general evaluation of the manuscript and the decision regarding its publication.

4.4. If revisions are required, the notification includes recommendations for addressing reviewer comments. Neither reviewers nor the editorial office engage in discussions with authors regarding reviewer feedback.

4.5. Revised manuscripts are resubmitted to the same reviewer or to another reviewer appointed by the editorial office.

4.6. Manuscripts not recommended for publication by the reviewer are not reconsidered.

4.7. If accepted, the manuscript is published in the next issue of the Journal. If, for any reason, a manuscript cannot be published in the Journal, it may be either withdrawn or published in the Journal's supplement.