

**Maintenance of editorial ethics
in the editorial council of the journal
“Actual problems of higher musical education”**

The policy of the journal “Actual problems of higher musical education” complies with the recommendations of the Committee on Publication Ethics, COPE <http://publicationethics.org/>.

The order of reviewing the manuscripts provided for consideration in the editorial council

- Editorial publishing council of Nizhny Novgorod conservatoire takes into consideration only articles that have not been previously published, with precise quotation of other authors' works and correct indication of the source.
- All articles that are provided for consideration undergo the procedure of reviewing by independent experts. The editorial council prefers a “Two-way blind” anonymous type of reviewing. Reviewers are specialists in subjects of articles under review and have their own publications on the same subject in the past 3 years.
- All articles are checked in the Antiplagiat Report Viewer program.
- The final decision about publishing (or refusing to publish) the article is taken by the editorial council after receiving the reviews within three months from the date of the manuscript registration in the editorial office.
- Topicality and novelty of the issue, concise statement of the problem under analysis, logic of its solution, scientific authenticity and assumption validity are taken into account. The article must contain the research results and appropriate conclusions.
- In case of negative result editorial council provides the author with a reasoned conclusion in a written (electronic) form.
- In case of negative result of the second review the article is withdrawn from further consideration.
- Authors, whose materials are noted for incorrect borrowings, are deprived of an opportunity to be published in further issues of the journal.
- In case of a conflict situation concerning the manuscript or the published article, the editorial council makes every effort to solve the conflict in the course of law.

- In case the material is published, the conservatoire signs a licensing agreement with the author about gratuitous granting the non-exclusive right for using the article.

The editorial council always follows editorial ethics and does not tolerate negligence in dealing with the material. Editorial ethics is the rules according to which the relations, concerning the publication of articles, are established between the members of editorial council, reviewers and authors. All the above mentioned people take over the liabilities defined below and observe them in doing their job.

All debatable questions concerning observance of these liabilities are considered by the editor-in-chief (deputy editor-in-chief).

Liabilities of the editorial council

Members of the editorial council, reviewers of the journal must:

Evaluate intellectual contents of manuscripts notwithstanding the race, sex, sexual orientation, religious beliefs, social background, citizenship and political preferences of authors.

After making editorial alterations reach an agreement with the author about the final variant of the article.

Treat the author and his work with respect.

Not accept for publication works which contain plagiarism, are of no scientific value and do not comply with the profile of the journal and its editorial policy.

Provide objective and competent reviewers, replace them if necessary.

Any manuscript provided for reviewing is treated as a confidential document Editorial council must not reveal the information about the accepted manuscript to everyone, apart from the authors, reviewers, scientific advisors and the publisher, without necessity. All of them are obliged not to use the unpublished data from the accepted manuscripts in their own research works without the author's permission.

Editors, reviewers, scientific advisors must withdraw their names from reviewing the manuscripts in case of conflicts of interests due to competitive, mutual and other relations with authors of these manuscripts.

Editorial council must take adequate counter measures in case of ethical claims, concerning the reviewed manuscripts or published materials.

Liabilities of authors

Authors must:

Provide their own, new (unpublished before) original work, containing appropriate bibliographical references to works of other authors.

Provide the novelty and authenticity of the research results and information, and prevent intentionally wrong and falsified statements.

At the request of an editor or a reviewer authors must provide all the data related to the manuscript.

Sending the same manuscript to more than one journal at a time is regarded as unethical behavior and gives the editorial office the ground to withdraw the article from consideration.

In case the author finds fundamental mistakes or inaccuracies in the publication, they must inform the editorial office and collaborate with it in order to correct them immediately.

If an editor or reviewer learns from the third party that the publication has fundamental mistakes, the author must withdraw the work or correct the mistakes as soon as possible.