**Procedures for submitting, reviewing, and publishing scientific articles**

1. The editorial staff of the journal reviews submitted materials to judge whether they fit within the scope of the journal. Those who review each piece are recognized experts in the subject matter of the piece who have themselves published relevant work within the last three years.
2. Reviews are kept on file by the office for five years.
3. The initial review of a submission is carried out by the Senior Editor or the Assistant Editor.
4. After the initial review of the submission, the Senior Secretary forwards it for review to a member of the Expert Review Council or a member of the editorial board who specializes in the topic area of the submission.
5. The Senior Editor (or Assistant Editor) decides whether the piece can continue to the next stage based on the review. A favorable opinion from the scientific coordinator or the recommendation of the department is taken into consideration.
6. Scientific articles from authors with a doctorate including members of the editorial board are reviewed only by the Senior Editor (or Assistant Editor).
7. After reviewing a submission, a reviewer may A) recommend the article for publishing, B) recommend the article for publishing after reworking specified issues, or C) not recommend the article for publishing.
8. The editorial department reserves the right to only publish pieces that match the journal’s subject matter, and not to publish pieces that damage the honor and dignity of third parties or contain dubious claims and advice.
9. The editorial department forwards copies of reviews or the reasons for refusal to the authors of the submission and will send the copies to the Ministry of Education and Science of the Russian Federation upon their request.
10. The editorial department does not discuss or argue the merits of submissions whether accepted or rejected. Submissions for rework will not be returned.
11. An author’s sending materials for consideration for publication is considered an offer of the exclusive right of reproduction of the submission. Therefore, the author agrees that the article may be published in the online version of the journal and placed in the prescribed manner in the Russian Science Citation Index. Three months from the date of publication of the journal issue containing the article, the author has the right to publish the article in another publication, but reference to the publication in *Electronic Information Systems* is obligatory.
12. If the editorial department decides to publish the submission sent by the author then the agreement is considered concluded. The proof of agreement can be confirmed by any documents (including electronic documents) exchanged between both parties. With consent of the author, the editorial department reserves the right to carry out literary editing and proofreading of the materials according to the standards of the Russian language and editorial style at its own discretion.
13. All incoming materials are subject to checks for plagiarism and compliance with the scientific standards of the journal before forwarding for further review. If any unauthorized borrowing or faked references are found or suspected, the submission is excluded from consideration.
14. If the article author fails to agree with the reviewer’s conclusion, the author is entitled to submit a substantiated reply to the editorial department. Decisions regarding the author’s objections are made by the Chairman of the Expert Review Council. In case of disputes, the submission may be forwarded to third-party reviewers for additional opinions.