

## **REGULATIONS**

### **on the scientific articles review in scientific and practical medical journal “Reproductive Endocrinology”**

**1.** The article is accepted for consideration in the journal “Reproductive Endocrinology” if it meets the requirements for author’s original articles (materials), published on the journal sites <http://www.reproduct-endo.com> and <http://www.reproduct-endo.com.ua>.

**2.** Materials are accepted only by e-mail [rescopus@ukr.net](mailto:rescopus@ukr.net) or [trilist@ukr.net](mailto:trilist@ukr.net) as follows:

- carefully read text of the article with an summary, designed in accordance with the requirements for publications, has not been published anywhere before and contains a bibliographic list (at least 15-20 points);
- abstract (summary) is a short structured description of the article not less than 250 characters, keywords (10-15 words and phrases). Summary and keywords translation should be provided in three languages - Ukrainian, Russian and English;
- application for publication (Appendix 2);
- if an author wants the contract for publication is made out. If participant refuse from the contract conclusion the parties are guided by the current legislation.

The article can be sent for revision to the author in case of non-compliance with the design rules and publication requirements.

Materials of the article should be open. Within 3 days the authors receive a notification of receipt of materials by the editors.

**3.** All articles submitted to the editors of the journal “Reproductive Endocrinology” are subject to mandatory double blind review to ensure the required quality of publications.

The journal has adopted a four-level system of article review:

Level 1 - checking the article text for the borrowed text (plagiarism) is mandatory for all articles.

All articles are subject to mandatory testing through the system “AntiPlagiat”. If the text originality is below 80% (borrowing from one source cannot be more than 7%) the article is sent to the author for revision with the appropriate justification. Borrowings from student work sites are not allowed. In literature review the originality of text should be not less than 70%, it is allowed wider citation of the analyzed work with the obligatory reference.

Level 2 - open peer review (open peer review - the author and the reviewer know about each other) is a review submitted by the author (at the request in a letter) or at the additional request of the journal editors;

Level 3 - one-sided “blind” review (single-blind - the reviewer knows about the author, but the author is do not know) is mandatory for all articles. The reviewer evaluates the article for the topic relevance, its

scientific novelty, structure and style of presentation. All comments and suggestions to the article are made in the review (Appendix 1). If the comments made by the reviewer are overwhelming, the article is sent to the author for revision. The journal editors reserve the right to refuse to publish the author who wished to leave the reviewer’s remarks without revision. The reviewer also has the right to conduct additional verification of the use of text borrowings by selectively copying parts of the text and verification through available Internet search engines;

Level 4 - bilateral “blind” review (double-blind - the author and the reviewer do not know about each other) in case of ambiguous characterization of the article by the reviewer appointed for mandatory review, and editors with the Editorial Board may recommend the article for additional review.

**4.** The terms of reviewing in each case are determined taking into account the conditions for the most prompt publication, but not more than 30 days from the date of receipt of the application for publication by the editors. This term can be extended in case of additional review and temporary absence of the profile reviewer.

The journal recommends that peer reviewers use a standard peer review form (Appendix 1).

Based on the review results, the reviewer submits the following decision to the editors and the Editorial Board:

- article is recommend for publication;
- article is recommend for publication after revision, taking into account comments;
- article is not recommend for publication.

If the reviewer recommends the article for publication after revision based on comments or does not recommend the article for publication, it should indicate the reasons for this decision in the review.

**5.** Reviewing is confidentially. The reviewers and the editors of the journal do not enter into discussions with the authors about the comments made. In case of deviation from publication, the journal editor sends a reasoned refusal to the author within 3 working days.

The article is not reconsideration if the reviewer does not recommend publishing it.

**6.** Editors and Editorial Board in addition to the above reviews may require a recommendation of the department of educational institution for the publication of articles of graduate students, PhD degree seekers.

**7.** At the final decision on acceptance / refusal in the article publication the Editorial Board draws attention to the relevance of the scientific problem in the article. The review should unambiguously characterize the theoretical or applied significance of the study, to correlate the author's conclusions with existing scientific concepts. A necessary element of the review is the reviewer's assessment of the personal contribution of the author to the solution of this problem. It is advisable to note in the review the relevance of the style, logic and accessibility of the presentation of the scientific nature of the material, as well as to obtain an opinion on the reliability and validity of the conclusions.

**8.** Editors and Editorial Board after receiving reviews consider the issue of submitted articles and make a final decision based on the reviewers' assessment of acceptance or refusal to publish it.

Based on this decision, a letter is sent to the author's e-mail, which provides an overall assessment of the article and decision.

**9.** Editorial Board may classify the material as polemical and publish it in the order of scientific discussion if there is a significant share of critical remarks of the reviewer in the article and with a general positive recommendation.

**10.** The original reviews are stored by editors of the journal "Reproductive Endocrinology".

*Note.*

*All costs associated with the publication organization are reimbursed by the author of the article.*

**Date, full name, signature** \_\_\_\_\_

## ARTICLE REVIEW

**Author** \_\_\_\_\_

**Article title** \_\_\_\_\_

№	Review criteria	Yes	No	Notes
1	Relevance of the topic			
2	Scientific novelty			
3	Compliance of title and content			
4	Logic and the sequence of materials presentation			
5	Analysis on the declared problems			
6	Statistical analysis of results (experiment)			
7	Use of scientific knowledge methods			
8	Citation of scientific sources			
9	Scientific style, terminology			
10	Compliance with design rules			
11	Reviewer's comments (if any)			
Recommendation for publication (emphasize):				
Certainly		Taking into account the comments after completion		Reject (justify!)

**Reviewer** \_\_\_\_\_ ( \_\_\_\_\_ )

**Degree** \_\_\_\_\_

**Position** \_\_\_\_\_

**Job** \_\_\_\_\_

**Date, full name, signature** \_\_\_\_\_

## APPENDIX 2

Participant's application for publication in a scientific and practical medical journal  
"Reproductive Endocrinology" (*filled in electronically form*)

to the Editorial Board of the journal "Reproductive Endocrinology"



From \_\_\_\_\_

I am sending you an article prepared by me \_\_\_\_\_

\_\_\_\_\_  
(article title)

For consideration and publication on the topic \_\_\_\_\_

\_\_\_\_\_  
(topic title)

I am acquainted and agree with the terms of the publication consideration and placement. I claim that I have never published an article before. I do not deny against the article publication on the websites of the journal "Reproductive Endocrinology", as well as on the website of the V.I. Vernadsky National Library of Ukraine and other platforms of science databases (Scopus, Google Scholar and others databases that index the journal "Reproductive Endocrinology").

### Questionnaires data

Place of work / study: \_\_\_\_\_

Position: \_\_\_\_\_

Academic degree (candidate/PhD, doctor of sciences/MD): \_\_\_\_\_

Grade (associate professor, professor): \_\_\_\_\_

Mailing address (with index): \_\_\_\_\_

\_\_\_\_\_

Contact phone (with city code): \_\_\_\_\_

E-mail: \_\_\_\_\_

Number of additional journals (the cost includes 1 journal): \_\_\_\_\_

ORCID: \_\_\_\_\_

### Addendums:

1. Electronic version of the article on \_\_\_\_\_ pages

2. Confirmation of authorship

Date, full name, signature \_\_\_\_\_

### APPENDIX 3

#### AGREEMENT № \_\_\_\_\_

Kyiv «\_\_\_» \_\_\_\_\_ 202\_\_ year

LLC “Trilist” (hereinafter - “Performer”) in the person of General Director Ploshenko M.G., acting on the basis of the Charter, on the one hand, and full name \_\_\_\_\_, passport № \_\_\_\_\_ series \_\_\_\_\_, issued \_\_\_\_\_, date of issue \_\_\_\_\_ (hereinafter - “Customer”), on the other hand, entered into this Agreement on the following:

#### 1. The subject of the agreement

Editorial and publishing preparation, reviewing, design and organization of publication of the article (title of the article) \_\_\_\_\_ author (full name) \_\_\_\_\_ (hereinafter - “Publication”) in the next issue of the journal “Reproductive Endocrinology” according to the issue plan for \_\_\_\_\_ year.

#### 2. Obligations of the parties

##### 2.1. Customer undertakes:

2.1.1. Provide the original publication no later than 4 weeks before publication of the next issue of the journal.  
2.1.2. Make a payment for the Publication within 5 banking days after receiving the invoice. The cost of services for the organization of publication and forwarding of the 1st copy issue of the journal for author, under this Agreement is \_\_\_\_\_ UAH

(\_\_\_\_\_ UAH 00 kop.),  
VAT is not taxed.

##### 2.2. Performer undertakes:

2.2.1. To publish the next issue of the journal according to the annual journal plan, completion of editorial redaction and review.  
2.2.2. Send (forward) to the Customer 1 copy of the journal issue with Publication of the author(s) to the address specified in the application.  
2.3. Payments under the Agreement are made by non-cash payment to the account of LLC “Trilist” or to a card current account.

#### 3. Other conditions

3.1. Customer is responsible for the content of the Publication.  
3.2. Customer confirms that he owns the copyright of the publication.  
3.3. Customer confirms the copyright of the Performer for the layout, design, free use of the Publication with the authors’ name.

3.4. Customer transfers to the Performer the non-exclusive right to bring the Publication content to public notice, including by placing it on the Internet on the journal “Reproductive Endocrinology” websites, as well as on the V.I. Vernadsky National Library of Ukraine website and on the science databases platforms that index the journal.

3.5. Performer is responsible for the quality of design and timing of publication.

3.6. This Agreement enters into force from the moment of signing and is valid until the end of the parties to the agreement of their obligations.

3.7. An article received by the editors or paid for in violation of paragraph 2.1. is included in the next issue.

3.8. The parties have agreed that all materials and documents provided by e-mail, which allow determining that they come from the other party to this agreement, are recognized as officially sent.

3.9. Performer reserves the right to invite the author to make changes to the title and annotation (summary) of the article upon final approval of the issue and approval of the “Contents” of the journal issue.

#### 4. Dispute resolution procedure

4.1. All disputes concerning the implementation of this Agreement shall be resolved by the parties through negotiations. If it is impossible to reach an amicable agreement, the dispute shall be submitted to the court in accordance with the legislation of Ukraine.

#### 5. Details of the parties

**Performer:**

**LLC “TRILIST”**

USREOU code 35422926

Entry in the USR Date: 17.09.2008

Number: 1 357 102 0000 002306

Legal address: 08200, Kyiv region, Irpin,

B. Khmelnytsky street, bldg. 43,

tel.: 0442299079; 0459792211

Postal address: 01030, Kyiv,

Bohdan Khmelnytsky street, 42

IBAN UA683204780000000002600289830

Bank JSB “Ukrgasbank”, Kyiv,

MFO 320478

Single tax payer third group, rate 5%,  
without VAT, extract № 1510313401371  
dated 23.12.2015.

**Customer:**

Name \_\_\_\_\_

Passport:

Series \_\_\_\_\_ № \_\_\_\_\_,

Issued \_\_\_\_\_

Date of issue \_\_\_\_\_

Address(with index): \_\_\_\_\_

From the Performer From the Customer

\_\_\_\_\_ M.G. Ploshenko \_\_\_\_\_ / /

## APPENDIX 4

### Consent to the processing of personal data I

---

agree to the processing and use by the Editorial Board of the journal “Reproductive Endocrinology” (hereinafter – Editorial Board) of my personal data (in accordance with the laws of Ukraine) in the present and all subsequent publications, including co-authorship with the following conditions:

1. This Consent is provided for the processing of personal data, both with and without use of automation tools.
2. Consent is given for the processing of the following personal data: surname, name, patronymic; date and place of birth; postal address with index; contact telephone numbers; fax numbers; information about places of work, information about author’s identifiers.
3. I realize that the purposes of processing the personal data of the participant are: compliance with Ukrainian laws and other regulations; receiving services provided by the Editorial Board and the requirements of internal documents of the Editorial Office; fulfillment of obligations under the agreement with the personal data subject.
4. I agree that during the processing of my personal data the following actions will be performed: collection, recording, systematization, accumulation, storage, clarification (update, change), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deleting, and destroying.
5. I informed that the transfer of personal data to third parties is carried out on the basis of the legislation of Ukraine, the agreement with the participation of the personal data subject or with the consent of the personal data subject.
6. Consent to the processing of personal data is given indefinitely or until the liquidation of the Editorial office. Similarly, the processing of personal data may be terminated at the request of the personal data subject.
7. Withdrawal of this consent is carried out by sending a written statement to the Editorial Board. In this case, the editors stop processing personal data, personal data are subject to destruction by the Editorial Board, except for those already published in print, in public access on the journal “Reproductive Endocrinology” websites as well as on the V.I. Vernadsky National Library of Ukraine website and on the scientometric databases platforms that index the journal (Scopus, WoS and all.).
8. This Consent is valid at all times until the termination of the processing of personal data specified in paragraph 6 and paragraph 7 of this Consent. All materials and documents provided by e-mail, which allow determining that they were sent from another party, I recognize as officially outgoing.

Date, full name, signature \_\_\_\_\_