

PROCEDURE OF PREPARATION OF THE ISSUE OF THE BULLETIN OF FISHERIES SCIENCE JOURNAL

This Procedure of preparation of the issue of The Bulletin of Fisheries Science Journal determines the procedure of preparation of the scientific articles submitted by the authors for publication in the journal as well as the procedure of compilation of the issue of The Bulletin of Fisheries Science Journal.

All scientific articles coming to the editorial office as well as the issue of the journal are prepared according to the approved procedure.

The manuscript of the article recommended by the reviewer for publication and considered by the executive editor and editor in chief is transferred to the DSTD for make-up as well as technical and literary editing; after that the current issue of The Bulletin of Fisheries Science Journal is formed from the received articles. The formed issue is transferred to the editor in chief for final checking; all the noted shortcomings are eliminated, and the issue is marked "into print" signed by the editor in chief. The issue with "into print" mark is transferred to the DSTD for the edition of The Bulletin of Fisheries Science Journal in the necessary number of copies.

The DSTD:

- considers manuscripts and reviews of them;
- reads the articles with the view to ensuring the graphic and lexical uniformity of textual elements, correction of spelling and punctuation errors, compliance with the technical rules of typesetting as well as elimination of semantic and stylistic shortcomings;
- checks completeness of articles, spelling correctness and unification of symbols, units of measurement, abbreviations, uniformity of designations in illustrations and the text in accordance with the established spelling in the System of Standards on Information, Librarianship and Publishing or approved in scientific and normative literature;
- corrects certain indistinctly written letters and signs, incorrect breakdown of the text into paragraphs;
- checks correctness of makeup of the tables, footnotes, formulas, completeness of the bibliographic entry and availability of appropriate references to the sources of citations and digital data in the text;
- checks correctness of the typesetting of the text, headings, notes and other highlighted parts of the edition in accordance with the general rules of printing production;
- proofreads the manuscripts accepted for publishing, thereby provides the authors with the necessary assistance (to improve the structure of the manuscripts, selection of terms, makeup of illustrations, etc.), agreement on the recommended changes with them;
- compiles the list of contents and compares the list of contents with the texts, checks correctness of the headings and their typography;
- fills in the dateline of the edition;
- compiles the issue in accordance with the declared frequency and maximum volume of The Bulletin of Fisheries Science Journal;
- orders the binding from the printing enterprise;
- carries out reproduction works and all the necessary works to produce the circulation of The Bulletin of Fisheries Science Journal