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“ALL-RUSSIAN GEOLOGICAL RESEARCH INSTITUTE
OF A. P. KARPINSKY”

Scholarly journal

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**COOPERATIVE AGREEMENT**

**with the editorial office of the scholarly journal *Regional Geology and Metallogeny***

**Saint Petersburg, Russia \_\_\_\_ \_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_**

The editorial office of the scholarly journal *Regional Geology and Metallogeny*, whose founder and publisher is the Federal state budgetary enterprise “All-Russian Geological Research Institute of A. P. Karpinsky” (Karpinsky Institute) thereinafter referred to as **Editorial Office**, represented by the Editor-in-Chief M. A. Tkachenko, acting under the Charter, as party of the first part, initials and last name (full affiliation) thereinafter referred to as **Reviewer**, as party of the second part, concluded this agreement (thereinafter — **Agreement**) as follows.

**1. Subject matter of the Agreement**

1.1. Upon entry of the **Agreement** into force, **the Reviewer** assumes an obligation to review articles, as required in the procedure to peer review manuscripts submitted to the **Editorial Office**, as per the scientific majors for PhD and doctoral degree conferral:

[ ]  1.6.1. General and regional geology. Geotectonics and geodynamics (Geology and Mineralogy)

[ ]  1.6.2. Paleontology and stratigraphy (Geology and Mineralogy)

[ ]  1.6.3. Petrology, volcanology (Geology and Mineralogy)

[ ]  1.6.4. Mineralogy, crystallography. Geochemistry, geochemical methods of mineral exploration (Geology and Mineralogy)

[ ]  1.6.5. Lithology (Geology and Mineralogy)

[ ]  1.6.9. Geophysics (Geology and Mineralogy)

[ ]  1.6.10. Geology, prospecting, and exploration of solid minerals, minerageny (Geology and Mineralogy)

[ ]  1.6.11. Geology, prospecting, and exploration of petroleum fields (Geology and Mineralogy)

1.2. The **Reviewer** provides detailed and supported arguments when preparing the peer review of the manuscript according to its assessment criteria. The **Reviewer** informs about their decision whether to publish the manuscript as a research article in a peer review report.

1.3. The peer review report includes:

1.3.1. The manuscript information: title, code (article numbering practiced by the **Publisher**), the author’s (authors’) initials and last name.

1.3.2. The **Reviewer** information: first, patronymic, and last names (in the Russian language and transliterated); degree, academic rank, position (in Russian and English); full affiliation (in Russian and English); identification numbers: ORCID, Scopus Author ID, ResearcherID (Web of Science), RSCI SPIN-code; e-mail address.

1.3.3. Manuscript assessment criteria:

* research rationale (correspondence of the manuscript content to modern achievements in the addressed field of study);
* novelty and scientific merit of the obtained findings (new contribution to the field of study; exploring new subjects, problems, phenomena; determination of previously unknown properties, patterns, connections);
* data description (correspondence of the manuscript title to the content, logics and consistency, volume and structure, research methods, statistical data processing);
* data presentation (scientific style, terminology; informative value of figures and tables; quality of figures, diagrams, and charts);
* science sources citation (quality and completeness of the References list, relevance of references to the sources, modern and foreign sources);
* informative value of the abstract (including the research topic, aim, methods, findings, and inferences; novelty, scientific merit, and practical significance) and keywords (matching the research topic and covering the subject and terminology area);
* assets of the research paper;
* limitations to the research paper (critical remarks).

1.4. At the end of the peer review report, the **Reviewer** puts the date signed; their position; full affiliation, city; degree, academic rank (if available). The **Reviewer** certifies the peer review report by their signature and seal in their organization’s Human Resources department.

1.5. The completed peer review report is formatted as a text document and its scanned copy (certified with the **Reviewer’s** signature and seal in the **Reviewer’s** affiliated organization).

1.6. The manuscript peer review process takes no more than two weeks after the **Reviewer’s** consent orally or in writing. In exceptional cases, the process can be prolonged if the **Editorial Office** agrees.

1.7. The published articles are uploaded on the Scientific electronic library website eLIBRARY.RU with open-access peer review report texts included. There are also the **Reviewer’s** open-access data.

**2. Rights and obligations of the Parties**

2.1. **The Editorial Office** guarantees that the submitted manuscript:

2.1.1. Is an original paper not published in any printed and (or) electronic editions.

2.1.2. Does not contain materials for non-open access publication under the Russian Federation legislative acts and that publishing and distributing it by the **Publisher** will not result in disclosing sensitive (classified) information including official, business secrets.

2.2. The **Editorial Office** provides the **Reviewer** with the soft copy of the manuscript and supplementary data (if available).

2.3. The **Editorial Office** receives completed peer review reports.

2.4. The **Editorial Office** sends the manuscript for the authors to revise as per reviewers’ comments; they receive an updated manuscript (edited as per the **Reviewer’s** comments) and peer review response.

2.5. The **Editorial Office** decides on the manuscript to be published after considering the data credibility and scientific value of the paper. The final decision whether to publish the research article primarily depends on the current law regulations of defamation, copyright, and plagiarism.

2.6. The **Editorial Office** cannot disclose neither any information about the submitted manuscript nor the **Reviewer’s** personal data to third parties.

2.7. The **Reviewer** anonymously reviews the manuscript by following the single-blind peer review policy when the reviewer knows the authors, but the authors do not know the reviewer.

2.8. The **Reviewer** notifies the **Editorial Office** if they feel they are not qualified or objective enough to review the manuscript, if there is a conflict of interests with the author or organization, and if they do not have sufficient time to. The **Reviewer** has to inform the **Editorial Office** about these conditions and request to be excluded from the manuscript peer review.

2.9. The **Reviewer** performs an unbiased peer review of the authors’ materials:

2.9.1. Objectively and reasonably assesses the research findings in terms of the research rationale, novelty and scientific merit of the obtained findings, data description, data presentation, science sources citation, informative value of the abstract, assets of the research paper, limitations of the research paper.

2.9.2. States objective and essential comments and recommendations to increase scientific quality of the manuscript.

2.9.3. Finally advises on the manuscript publication (recommend publishing the manuscript as a research article without changes or after making the reviewer’s major revisions, require additional reviewing, after making the reviewer’s minor revisions, cannot be published) on the basis of specific facts and produces evidence of their decision.

2.10. The **Reviewer** ensures confidentiality of the manuscript content and does not use the unpublished manuscript materials to advantage without the authors’ written consent. Only the **Reviewer’s** statement about the incredible or falsified materials described in the manuscript evidences a confidentiality breach.

There is no royalty fee for the **Reviewer** granting the rightsto the **Editorial Office**.

2.11.The **Reviewer** also grants the **Editorial Office** the right to store and process their personal data without time limit as follows:

* first, patronymic, and last names;
* degree and academic rank;
* position, full affiliation;
* office address (locality, country);
* identification numbers: ORCID, Scopus Author ID, ResearcherID (Web of Science), RSCI SPIN-code;
* contact telephone number, e-mail address;
* date of birth, passport details, postal address (only to sign the **Agreement**).

2.12.The **Reviewer** acknowledges their open-access peer review reports and open-access data being transferred and uploaded on the Scientific electronic library website.

The personal data are to be stored and processed in different databases and information systems, for being included in analysis and statistics reports.

The **Editorial Office** is eligible to transfer these data for third parties to process and store if the **Reviewer** is notified about this fact, including information about the third party (name and address).

The **Reviewer** withdraws their consent to store and process their personal data by notifying the **Editorial Office** in writing (in any format).

**3. Liabilities of the Parties**

3.1. Under the Russian Federation law in force, the **Editorial Office** and **Reviewer** incur property liability or any other legal liability for not discharging or improperly discharging their obligations under this **Agreement**.

3.2. The party that has improperly discharged or has not discharged their obligations under this **Agreement** is obliged to indemnify against losses to the other Party, including an expectation loss.

**4. Confidentiality**

4.1. The conditions of this **Agreement** are confidential and not liable to disclosure.

**5. Final provisions**

5.1. The Parties’ all disputes and disagreements arising from the **Agreement** conditions shall be settled by negotiations, and if they are unproductive, these disputes shall be presented before a court under the law of the Russian Federation in force.

5.2. This **Agreement** shall come into force when the both Parties sign it.

5.3. This **Agreement** shall remain in force until the Parties fully complete their obligations under it.

5.4. This **Agreement** may be terminated if the both Parties agree to sign the relevant termination agreement.

5.5. The unilateral termination of this **Agreement** is possible as the law in force requires or by court order.

5.6. Any amendments and addenda to this **Agreement** shall be valid only if they are made in writing and the both Parties of this **Agreement** sign them.

5.7. In any matter not covered by this **Agreement**, the Parties shall be governed by the Russian Federation legislative acts in force.

5.8. This **Agreement** is made in two copies of equal content and legal force, one for each Party.

5.9. This **Agreement** signed by the Parties shall be scanned and e-mailed to the editorial office of the scholarly journal *Regional Geology and Metallogeny* (izdatel@karpinskyinstitute.ru). The scanned **Agreement** has legal effect until the Parties exchange the original **Agreement** in a hard copy.

The parties have agreed that in exceptional cases, as article 160 of the Civil Law of the Russian Federation requires, when it is very difficult for the **Reviewer** to sign the document it is allowed and admitted to reproduce the personal written signature on the document by copying it mechanically, electronically or any other way, which will be as legally effective as the **Reviewer’s** original signature.

**6. Details of the Parties**

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| **Reviewer**: |  | **Publisher**: |
| First, patronymic, last namesDate of birth: 00.00.0000Passport: … *(serial number)* issued ... *(issuing authority name)* 00.00.0000 *(date of issue)*, subdivision code …Postal address:… *(house number)*, … *(building number),* … *(apartment number),* … *(street),* … *(locality),* … *(country), …* *(postcode)*E-mail address: …Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Initials Last name/ |  | Federal state budgetary enterprise “All-Russian Geological Research Institute of A. P. Karpinsky” (Karpinsky Institute)Registered office located at 74 Sredny pr., Saint Petersburg, 199106Bank account details:Federal Treasury Department in Saint Petersburg (Karpinsky Institute,personal account 20726В03510)individual taxpayer number 7801300136, tax registration reason code 780101001operating account 03214643000000017200Beneficiary bank:Bank of Russia, Northwestern General Administration // Federal Treasury Department in Saint PetersburgSaint Petersburgsort code 014030106correspondent account 40102810945370000005\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/M. A. Tkachenko/ |