

Procedures for external review

Papers are submitted online and should be sent via e-mail either to the editor-in-chief or to one of the editors of the respective thematic series (the e-mail addresses are provided on the journal's website, see "Editorial Staff"). The editorial staff acknowledges receipt of the mail by informing the author of the initiation of the review process.

Preliminary assessment of papers is carried out by the editorial staff and consists in determining whether or not the submitted manuscript fulfils the requirements which officially apply to academic publications. For detailed information on the formatting of the texts, see "Files for download" on our website. Should any inaccuracies be detected in the paper, the author is obliged to introduce appropriate corrections to the text. Before the manuscript is reviewed, the editorial staff is entitled to implement anti-plagiarism and anti-ghostwriting procedures.

Once a paper has been accepted by the editorial staff, it is submitted for review to an academic with a post-doctoral degree, without revealing the author's name. The reviewer is selected in accordance with the field of study the text represents.

The reviewer assesses the submitted manuscript by filling in a review form containing both open and closed questions, which enable a comprehensive evaluation of the paper. The reviewer may only point out the weaknesses of the paper or suggest some modifications, to which the author is obliged to respond by either introducing the recommended changes to his or her text or expounding on the reasons why he or she has denied to modify it.

The author is informed of the result of the review process by e-mail.

The review form is archived in an electronic or paper version in the editorial staff's office and can be made available with the consent of the editor-in-chief.

The author has the right to appeal from the reviewer's decision via e-mail. The appeal is considered by three members of the editorial staff, including the editor-in-chief and the editor responsible for the relevant thematic series.

If the paper has received a positive review, the author is informed of the planned date of its publication.

The editorial staff provides information on papers accepted for publication with an annual advance.

