

Guidelines for Reviewers

1. Reviewing procedures

Reviewing procedures, which are used by Ateneum Publishing House, are consistent with guidelines of Polish publishing law and recommendation of the Polish Ministry of Science and Higher Education

1. The texts submitted for publication are subject to a preliminary assessment by editors.
2. The texts pre-qualified for further consideration, are submitted to two independent reviewers who don't work for Ateneum – University in Gdansk.
3. Publisher applies the principle of double blind review, according to which the reviewer and the author does not know their identities.
4. Reviewers have at least a doctoral degree and cannot be members of the Editorial Board. Any form of pressure on reviewers is illicit.
5. Any kind of a conflict of interest between authors and reviewers is allowed. In exceptional cases (e.g. a narrow group of experts in the field), the reviewer has to sign a relevant statement.
6. Reviews should be prepared in electronic and paper versions (provided with hand-written signature) on a reviewing form available on the website of Ateneum Publishing House in WORD and PDF file. Reviews are archived for a period of 5 years at least.
7. Reviewers are required to keep confidentiality rules.
8. A review has to conclude with an explicit recommendation: an explicit approval or rejection of the manuscript.
9. Comments of a reviewer are passed to an author of the reviewed text. Authors are obliged to apply reviewers' comments to correct and improve their texts. If the author doesn't agree with the reviewer's conclusions, she/he has right to answer for them to the Editor.
10. The Editor in Chief undertakes final decision, with the support of Editorial Board Members, taking into consideration reviews, answers of the author and the final version of the corrected text. In disputable cases, Editor in Chief may appoint an additional reviewer.
11. At least once a year, Editors post on the website a list of reviewers with whom they cooperate with.
12. Reviews are not paid.
13. Articles, evaluated negatively or positively – but not accepted for publishing, are digitally archived for 5 years at least.