

## GUIDELINES FOR REVIEWERS

- Subject of review are the articles which can be divided into four categories according to general standards:
  - *Original scientific paper* (Contains unpublished results of the scientific research. The article must contain all details necessary for repeating of described work.)
  - *Short communication* (Contains unpublished preliminary results of scientific research necessary to be published soon)
  - *Review article* (Brief and critical overview of the specific research area with recent information about the current state of development and direction)
  - *Professional article* (Brief and critical overview of the selected topic with directions and controversies. It has to be understandable for non-specialists in that area. It is different from the scientific firstly because it does not bring original results of the research author but it uses already published results which it systemizes and explains)
- Category of the article is suggested by the author and the final decision is made by the editor on the reviewer's proposal. Uncategorized papers (reviews, overviews, etc.) are not the subject of review procedure, the editorial board accepts them on the basis of their own insights.
- The reviewer is responsible for critical evaluation of the quality of paper he received for review. It is his duty to give detailed observations and advice for research and formulation of results in order to help the author/s in improving their work. The evaluation includes assessment of its authenticity and significance, its methodological structure and validity of conclusions made on the basis of the results.
- The reviewer is obliged to warn the editorial board about possible difficulties which could prevent him from being objective in the review process. He is also obliged to treat the received article as confidential document, i. e. he must not show it to anybody else without editorial board approval, he must not use for his own research the results from the paper, which was sent to him for review, before publishing the paper.
- The reviewer is obliged to send his review on time and to keep the academic level of communication while writing the review.
- After reading the paper, the reviewer has to give his opinion, whether the paper has to be published, suggest the categorization if the review is positive and say what has to be changed or improved in the article. Rating should follow these guidelines:
  - YES – (“Accepted”) Unconditional approval for publishing the paper.
  - YES, UNDER THE CONDITION THAT – (“Accepted with improvement”) Approval requires certain modifications/improvements which have to be done in the paper
  - NO, UNLESS – (“Not accepted”) It is necessary to make thorough revision and reconstruction of the work.
  - NO – (“Not accepted”) There is no minimum of elements which can be used.
  - Reviews are double-blind i.e. the reviewer will not know the name of the author and vice versa.