

## **REFEREEING PROCEDURE**

The complete refereeing process for the journal is double-blind. The author(s) and the referees then cannot have any knowledge of each other at any time.

Each paper is refereed by (at least) two referees.

The assignment of three (two active and one on reserve) referees is made by the Editorial Board. To be able to do so each member of the Board receives an anonymous, maximum one page long abstract of the paper(s).

The decision after the first round of refereeing can be:

1. accept the paper without further corrections,
2. accept the paper with corrections and changes suggested by the referees and the editor(s),
3. request major changes and the paper is returned to the referees for a second round of refereeing,
4. the paper should be completely re-written along some well-specified guidelines and the journal would then accept a re-submission (the paper would be considered a new submission) and
5. outright rejection.

In order to increase the effectiveness of the review process, authors are kindly asked to respond to the comments and suggestions of the referees.

The Editorial Board based on the referee's report makes the final acceptance or rejection decision. The Editor-in-Chief ensures the absolute confidentiality of the whole process.