



## **REVIEWING PROCEDURE OF THE BOOKS, CHAPTERS, PAPERS...**

- 1) The book (chapter, paper) to be published is initially evaluated by the editor-in-chief or one of the features editors. If the scientific work suits the profile of the publisher and meets the substantive requirements, it is sent for a review.
- 2) The editors reserve the right to shorten papers/chapters, change the terminology and make other editorial changes.
- 3) The chapter / paper / book with the results of empirical research is analysed and corrected by a statistical editor if necessary.
- 4) The book (chapter, paper) is reviewed by at least two independent people, who do not work for the institution of the author (authors) of the article. They are appointed by the Editorial Board. Members of the Programme Board and Editorial Board must not be reviewers.
- 5) At least one of the reviewers is affiliated with a foreign institution from a different country than the nationality of the author of the book (chapter, paper).
- 6) In the reviewing model neither authors nor reviewers know each other's identities (double-blind review process).
- 7) There can be no conflict of interest between the reviewer and the author of the publication, that might be due to: competition, collaboration and family relations or other dependency.
- 8) The review is done in writing and it ends with a definite recommendation for publication or rejection of the book / chapter / paper.
- 9) The author (authors) of the chapter (book) shall receive the review to make the recommended changes. After considering the comments the Editor-in-Chief makes a decision whether the chapter (book) should be published or rejected.
- 10) If the author does not agree with the review or some of the comments in it, the book /chapter / paper is sent to a third reviewer. The author (authors) may be obliged to pay the cost of the extra review.
- 11) A list of reviewers cooperating with the Editors is published in the issue.
- 12) In order to guarantee the highest standards the Editors publish the information about the entities contributing to the publication.
- 13) The Editors take due action to eliminate ghostwriting and guest authorship practices.

The reviewing procedure is available at the website of the WoodEMA i.a., and it follows the guidelines of the Ministry of Science and Higher Education.