

## **PAPER REVIEW**

All the submitted papers undergo a procedure of anonymous review done by two competent reviewers appointed by the editorship. The aim of the review is to help the editor-in-chief and the editorial board to make a decision whether a certain paper should be accepted or rejected and enhance the writing quality through the communication process with the authors. The reviewers are not acquainted with the authors' names and vice versa. In order for the paper to be published, both reviews need to be positive. Authors who receive conditionally positive reviews are obliged to take into account the reviewers' remarks or to convince the reviewers and the Editorial Board of the correctness of their views with scientific arguments. If they do not want to or are not able to, they can withdraw their work. The deadline for the correction of the paper is 15 days, effective from the day the review is sent to the author. In case of co-authorship, the correspondence will be directed to the first author, the one who is responsible for the communication with other authors.

The choice of the reviewers is a discretion right of the editor and the editorship. The reviewers need to possess relevant knowledge in the field the paper deals with and they can not be the authors that have recently published papers (as co-authors) along with any of the authors of the submitted papers.

If the reviewers consider themselves incompetent for the topic or the field the handwriting deals with, they need to notify the editor-in-chief.

A review has to be objective. The reviewers' judgment has to be clear, with good arguments.

A handwriting sent to a reviewer is considered a confidential document.

The editor-in-chief sends the submitted handwriting and the review form to certain reviewers. The review form contains a set of questions that have to be answered, thus indicating to the reviewers which aspects should be encompassed in order to make a decision on the fate of the handwriting submitted for the evaluation. In the final section of the review, the reviewers need to give their observations and suggestions for the improvement of the submitted handwriting. The review sheet is sent to the reviewer by the secretary of the editorship of the Matica Srpska Social Sciences Quarterly. In case the refusal of the paper is suggested, the explanation has to be detailed.

During the whole process, the reviewers act independently from one another. The identity of the second reviewer remains unknown to the first one and vice versa.

The editorship is obliged to provide a solid control over the review quality. In case the authors have serious and well based objections on the account of the review, the editorship will reconsider whether the review is objective and whether it satisfies the academic standards. Should any doubt arise regarding the objectiveness or the quality of the review, the editor will seek other reviewers' opinion.

The reviewers are familiar with the fact that the handwritings sent to them for the review are the authors' intellectual property and thus can not be appropriated or shown in public.

It is especially emphasized that the reviewers cannot be from the institution from which the author of the manuscript is or that they have recently published articles and publications with any of the authors of the submitted work (as co-authors).