

### **RULES FOR REVIEWING PUBLICATIONS IN SAAC**

The Editorial Board makes a preliminary assessment of the texts submitted for publication, taking into account relevance of the subject, compliance with general rules for the preparation of scientific articles and meeting basic formal and language requirements. Only those articles that meet the basic principles of publication, that is, they are compatible with the "Guidelines for authors" are sent to the reviewers. Texts correct in substance, but not in accordance with the guidelines will be sent to the authors for improvement prior to their further assessment by the reviewers.

All pre-approved articles are evaluated by two reviewers external to the unit from which the work originates; at least one of the reviewers is affiliated in a foreign institution other than the nationality of the author of the work to avoid conflict of interest. In disputable cases additional reviewers are appointed.

The SAAC editors apply the "double-blind review process" (anonymity of authors and reviewers). Reviewers are appointed by the Scientific Council, taking into account the principle that the reviewer cannot be dependent on the author. The review is anonymous and confidential. The peers are not allowed to use their knowledge of the manuscript prior to its publication.

The review is in a writing (form) and ends with the statement for the release of the article for publication or its rejection. In the case of conditional admission of the article to publication (the general opinion is positive, but the reviewer points out the need for changes and amendments) the reviewer is required to clearly specify his reservations and conditions for accepting the text for printing. The author is notified of the review results and has the right to respond to the comments. Then he/she is obliged to incorporate the agreed amendments in the text. Updated article is accepted for printing after the revised version has been accepted by the reviewer(s). In the case of minor amendments, their acceptance is carried out by the Scientific Council.

Either positive and negative reviews and conditionally approving of the text for publication are made available to the authors but with maintenance of reviewer's anonymity. The names of the reviewers of individual publications are not disclosed; the journal gives to public news list of cooperating reviewers after the new volume of SAAC is officially published.

In the process of reviewing and qualifying texts for printing, the Editorial Board applies to the recommendations of Polish Ministry of Science and Higher Education "Good practices in reviewing procedures in science" (<http://www.nauka.gov.pl/?id=2263>).

The rules for qualifying the publication and the review form are given to the public news on the journal's website.

### **TIME FRAME OF THE REVIEWING PROCEDURE**

Articles can be submitted to the SAAC throughout the whole year, but the deadline for submitting works to the next volume of a given year passes on January 31 of the year in which it appears. Pre-approved articles are sent to reviewers who have two months to evaluate the text; in case of failure to meet this deadline, the Editorial Board appoints a new reviewer. In case of conditional acceptance of the article for printing, the authors must adapt to the comments of the reviewer within the deadline specified by the editors (depending on the number of corrections, but not longer than a month). Authors who do not meet this deadline can submit the corrected text to the next issue.