

## **The Review Process of *ArteActa Journal***

Specialized texts offered for publication in the *ArteActa Journal* within the Review Process are first reviewed by the editorial staff from the point of view of their being in accordance with the focus of *ArteActa Journal*, their linguistic level, and their upholding of the ethical and formal rules of the ([Code of Ethics of ArteActa Journal, Rules for Writing, Editing, and Proofing manuscripts](#)). In their reviews, Editors are guided by the [Statute of ArteActa Journal](#) and the [Code of Ethics of ArteActa Journal](#). Manuscripts found to be relevant and sufficient from the point of view of the focus of journal and formal considerations are then prepared for a mutually anonymous Review Process.

Every accepted manuscript is thereafter individually and anonymously evaluated by two independent specialists-reviewers. The reviewers are chosen by the editor who may request help from relevantly knowledgeable members of the Editorial Board. The reviewer may be a member of the Editorial Board or another specialist. The editor of *ArteActa Journal* cannot also be at the same time a reviewer of a manuscript for *ArteActa Journal*. In cases when an editor of the journal or a member of its Editorial Board is the author of a manuscript, both reviewers must be selected from outside the circle of the Editorial Board.

The reviewer has a maximum of 5 working days after initially receiving the request to review a manuscript to announce to the editorial staff if they will be able to process the report or not. If yes, they will become acquainted with the contents of the manuscript, evaluate the manuscript by filling out the [Reviewer Report of ArteActa Journal](#), and send it in email to the relevant editor. During this evaluation, the reviewer is guided by the [Statute of ArteActa Journal](#) and the [Code of Ethics of ArteActa Journal](#). The period for processing reviews is set on an individual basis between the reviewer the editor. Unless set otherwise, the report is to be processed by the reviewer within 30 days from the day of the confirmation of the acceptance of the review commission.

The contribution can be recommended by reviewers for acceptance, rejected as unsuitable, or recommended for acceptance following changes or the revision of the text. In cases where the conclusions of the reviewers are in opposition, the editor is obliged to secure a third anonymous report.

In cases of the decision of the need for changes to or revision of the contribution, the author has a month to carry this out, unless arranged otherwise with the relevant editor.

A contribution which has successfully passed through the Review Process may be before publication evaluated a last time by members of the Editorial Board. Any objections resulting from such a case will be handled in the same way as in the standard Review Process.

The editorial staff has the right to decide in which prepared issue of *ArteActa Journal* the accepted text is to be included.

The Review Process does not apply to essays, discussion pieces, polemics, reviews, translations, news, and artworks of a non-research-related character.