

The reviewing procedure for the articles appearing in the academic journal ORBIS LINGUARUM

The reviewing procedure for the articles appearing in ORBIS LINGUARUM follows the guiding rules set by the Ministry of Science and Higher Education in *Dobre praktyki w procedurach recenzyjnych w nauce* (Warsaw 2011). Contributors can find out more about them or download a PDF from:

www.nauka.gov.pl/fileadmin/user_upload/ministerstwo/Publikacje/20110216_MNISW_broszura_210x210.pdf

Texts sent to the periodical's editorial office are given over to the members of its Advisory Board for a preselection. They are also the ones who designate external reviewers for each paper. Articles by authors from one academic institution are being reviewed by two referees from different institutions. Reviewers chosen by the Advisory Board are obliged to sign a declaration stating, that they are not in a conflict of interests with the author (being their superior/subordinate, have been working together in the past couple of years, having family ties etc.)

In the case of articles having more than one author, the persons submitting it are being informed about the necessity of determining each team member's participation in the research work and preparation of the publication. This helps avoiding the reprehensible and scientifically unethical practices of ghostwriting and guest authorship. The editorial office would also like to remind the contributors about the duty of stating the sources of research founding, like ministries, foundations, associations and others.

The list of reviewers for each volume is being published on the periodical's homepage. Their identity is not being told to the contributors whose texts they reviewed.

The reviewers send their critiques in paper form. Each review needs to include a conclusion, which clearly states the article's suitability for print. Texts that received two negative opinions are not being subjected to any further processing. In cases, in which an article received a mixed evaluation – one review being positive the other negative – the author can apply for a third opinion by a different expert. Contributors, whose texts have been accepted, are further informed about the need for eventual corrections or additions. From the pool of approved articles, the Advisory Board then carries out the final selection for the periodicals next issue.