

## THE PEER REVIEW PROCESS

### 1. Information for authors

Prior to publication in the *ESSE Messenger*, all articles submitted are peer reviewed by two specialists in the field, according to the basic criteria listed in the *Peer review form*. Authors are advised to check whether their articles meet these basic criteria before submitting their contributions.

Once received by the editor, articles are assigned to the appropriate reviewers who, after carefully reading them, send their assessment materials to the editor. Authors are informed by the editor about the result of the peer reviewing process and, if necessary, they may be asked to operate changes in their initial manuscripts. Authors may be asked to return their revised manuscripts to the editor, after which a new round of assessment might be called for.

In case authors do not agree with the reviewers' comments and suggestions for changes, they should respond to the editor. All disagreements should be settled before the deadline set by the editor for the submission of the final version of the manuscripts. In case agreement is not reached before this deadline, the articles in question will not be published.

### 2. Information for reviewers

Reviewers are kindly asked to use the *Peer Review Form* (downloadable from the ESSE Messenger site) to evaluate the articles assigned to them. In case they need to make comments other than those included in the *Peer Review Form*, they can insert them in the articles proper (use the *Insert comment* Word command for this). The *Peer Review Form* and the articles with inserted comments (as the case may be) should be returned to the editor within 4 weeks after their reception by the reviewers, with a clear recommendation (i.e. accepted for publication; accepted for publication with minor corrections; accepted for publication with major corrections or rejection). If the two initial reviewers do not reach an agreement as to the publication or rejection of the article they have reviewed, the opinion of a third reviewer may be asked for.

Should reviewers be informed either directly or via the editor that authors do not agree with their comments and suggestions for change, they are asked to cooperate with the parties involved to reach an agreement so that the final versions of the manuscripts can be submitted before the deadline set by the editor. In case agreement is not reached before this deadline, the articles in question will not be published.

During the peer reviewing process, reviewers should observe the requirements contained in the *COPE Ethical Guidelines for Peer Reviewers* (found on the ESSE Messenger site). Reviewers should inform the editor in writing on any reasons why they may not be able to comply with these requirements. Depending on the nature of non-compliance with the COPE requirements, the editor may decide to assign a particular article to a different reviewer.

The final versions of the articles are sent to the authors for double checking before they go into print. Authors should return them by the deadline set by the editor.