

PROCEDURES FOR EXTERNAL PEER-REVIEWING

Upon receiving a scientific paper from a contributor interested in the proposed subject of an upcoming issue, the editor-in-chief sends it members of the editorial board who are most competent in the respective field. In case the paper goes beyond their field of competence and expertise, the paper will be sent to a colleague appointed especially for this task by the members of the editorial board. Given that *Caesura* is published twice a year with a different subject for each issue, all papers must comply with the proposed theme.

The reviewer is required to keep a detached attitude while assessing the submitted paper. He/she will never make assessments based on grounds other than the scientific value of the paper and will never to contact the author in person or send informations presented in the paper to third parties.

In their capacity as peer reviewers, neither the members of the editorial board nor their colleagues appointed for this purpose are aware of the names and academic affiliation of the authors which insures the blind character of the whole process.

Each paper is evaluated by two reviewers who fill in a report within eight weeks after the date of submission and the editor-in-chief follows their recommendations without appeal. In case of rejection, the paper is returned to the author. If, however, the evaluation is positive the paper is going to be published in the next issue of *Caesura*, namely in the following 2 to 6 months.

In the unlikely situation of a disagreement between the editor-in-chief and either one or the two peer reviewers, the editor-in-chief has the right to commission another evaluation for the article in question, although the decision of this second round of reviewers remains final.

The Editorial Board