

## II. Rules of article review

used in the scientific journal “Cultural Tourism”  
Information for reviewers and text authors valid from 15<sup>th</sup> Dec. 2011

### **DESCRIPTION OF THE ARTICLE REVIEW PROCEDURE**

The below-described procedure complies with “The basic rules of publications review in periodicals” which were announced by the Ministry of Science and Higher Education in 2011.

1. For the evaluation of every publication, at least two independent reviewers are appointed from among the regular team of the journal reviewers. The reviewers belonging to this team are not members of the editorial staff or the Scientific Editorial Board, as well as – in reference to specific texts – they are not associated with the entity which the author of the text is affiliated to.
2. The choice of text reviewers for every issue of the journal is made by the editor-in-chief or their deputy together with the editor in charge of the current issue. If the subject of the text coincides with the area of expertise which one of the theme editors is responsible for (an appointed member of the editorial staff having scientific output in the particular area), the reviewers are chosen by the theme editor together with the current issue editor.
3. In cases justified by the subject of the research, by its particular methodology, or by the interdisciplinary character of the text, the current issue editor together with the theme editor or the editor-in-chief, after a consultation, can ask a research fellow with at least Ph.D. degree, and not belonging to the regular reviewers’ team, to prepare one of the two reviews of the text. In such situation, the editorial staff, first of all, ask the members of the Scientific Editorial Board of the journal to prepare such a review or appoint a suitable reviewer.
4. In case of texts written in a language other than Polish, at least one of the reviewers is affiliated to a foreign institution other than the nationality of the author of the text.
5. Authors of the reviewed texts and the text reviewers do not know each other’s identities (we use the so called „double-blind review process”).
6. The review is in a written form and is prepared in accordance with the specially prepared review form (an example form used for the reviews is attached below for the authors’ reference). The review is made by filling in an electronic review form being available to the editorial staff and the reviewers in the journal’s panel. The reviews are kept in electronic form. It is necessary for a reviewer to express their opinion in all points of the form and to make an unequivocal choice of the options to either allow the article to be published, or to conditionally allow the article to be published, or to reject the article.
7. Publishing the review form below, as a part of the present document, the editorial staff fulfills the duty of presenting it to the public on the journal’s website.
8. Names of the reviewers of particular publications/issues are not disclosed; though on the journal’s website the Impressum of each consecutive issue presents the complete list of reviewers cooperating with the journal – members of the regular team of reviewers.

9. The text of the prepared review is not presented to the public; only the author of the text gets to know it.

10. Fulfilling the tasks and duties of the editor in charge of the current issue, prepared by the editorial staff of “Cultural Tourism”, this person sends the reviewers the full version of the article (received from the author after initial arrangements and possible corrections) 40 days before the publication date, at the latest. The reviewers are requested to prepare the reviews within 10 days. Next, the current issue editor forwards the review to the author and, later on, is responsible for making sure that the author follows the reviewers’ directions. After the author’s amendments, the editor makes the second correction of the article and includes it in the current issue of the journal.