

DESCRIPTION OF THE PEER REVIEW PROCESS

Works sent to the editorial board for publication will be peer reviewed by members of the Advisory committee, deputy editors-in-chief for the series A. *Linguistics* and B. *Culture and civilisation* and will be published only after receiving the reviewer's approval. Authors will receive one of the following recommendations from reviewers:

- Article accepted for publication as is
 - Article accepted for publication with minor/major revisions
 - Article rejected for publication
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- Authors are responsible for clarifying the right to use concerning information included in their articles.
 - The submission will be accompanied by a short presentation of the article (around one page long: abstract, keywords; the abstract must underline the article's objectives, methodology and main results of the research or discourse) and some personal information (scientific title/current position/institution, contact details: e-mail address, phone number and fax).
 - Members of the Editorial board will perform an initial evaluation, identifying the reviewers best suited to the subject of the work and its field, who can submit an analytic review. Articles sent to reviewers will receive a numeral code (without indicating the authors' names).
 - During the peer review process, at least 2 reviewers will be involved for each article (based on the review criteria).
 - The works which qualify and meet scientific standards will enter a waiting-list for publication. Articles that can qualify following revisions will be returned to authors with their respective observations, in order to perfect them. Authors will be notified in case articles are rejected following the scientific review.
 - In order to evaluate submitted articles, reviewers will check the actuality of the theme, the thoroughness of scientific ideas, the author's credibility and any innovations in the field.

Review criteria

1. Novelty and innovation, degree of originality concerning ideas or analysis.
2. Theoretical and practical training (the degree of knowledge in regards to specialised literature in the field and the level of implication/utilisation of said knowledge, respectively how it is harnessed in the work).
3. Methodology – scientific/methodologic quality, manner in which the theme is approached (beginning with the work's conception, the development its concepts and subject, the material's organisation, the formulation and presentation of the ideology/information/analysis, including clarity, accuracy and comprehensiveness).
4. The theme's importance (the purpose of the work and results obtained, the degree to which objectives were met, respectively their level of applicability or implementation (depending on the case: for works with practical applicability)).
5. Other possible criteria (if considered necessary).