

## **P** **EEER-REVIEW PROCESS FOR PAPERS SUBMITTED TO 'APARAT REPRESJI W POLSCE LUDOWEJ 1944–1989'**

1. All submitted manuscripts are subject to initial appraisal by the Chief Editor and Associate Editors. The Editorial Board reserves the right to send the materials back to the author and ask for any necessary correction and emendation at this stage. Articles that have the potential for publication, will be sent out to two experts in the field and the Editorial Board will notify the author of their decision concerning the subsequent review stages. In exceptional cases, the Editorial Board may waive the review. This concerns mostly articles that are reprinted from other peer-reviewed journals, papers that have already received positive reviews, debate reports and, occasionally, records of internal editorial debates.

2. Articles that have the potential for publication will be sent out to two experts in the field. All peer-review is double-blind. The experts are indicated by the Editorial Board. The Editorial Board makes every effort to ensure that there is no conflict of interest between the author and the referees and that the review process is reliable and impartial.

3. The referees must hold a PhD or a higher degree.

4. The referees pledge not to reveal the contents of the reviewed manuscript before it is published.

5. This journal follows a policy of double-blind peer review. The author's identity is not known to the readers evaluating the article, and the author does not know the identity of the readers.

6. The review process is entirely confidential, and the contents of the review are revealed only to the author and the members of the Editorial Board.

7. Reviews have a standardized written form, and they conclude with the referee's decision concerning the admission/rejection of the article for publication.

8. The Editorial Board may accept the review or ask a referee to revise it if it does not comply with the generally accepted standards. Such measures may be taken when a review is formally or substantially inadequate, contains cursory remarks, unfounded criticism or approval, lacks any logical connection between the contents and the concluding remarks (i.e., the review is negative but concludes with a positive decision, or vice versa).

9. When one review is negative and the other – positive, the Editorial Board calls a third referee. In general, only the articles that have received two positive reviews can be accepted for publication.

10. Upon the reception of both reviews, the Editorial Board decides whether to publish the article or not. In inconclusive cases, the final decision

belongs to the Executive Editor. The author may be asked to correct or improve his article in compliance with the referees' suggestions. The final decision concerning the publication depends on the author's consent to introduce the suggested amendments.

11. After the text has been reviewed and accepted for publication, it is subject to copy-editing, translation and proof-reading.

12. A complete list of referees is given in each printed issue of the journal and on the journal website.