

Rules of reviewing papers for the “Zeszyty Naukowe Sądownictwa Administracyjnego” (ZNSA) bi-monthly journal

- The rules of reviewing the papers submitted to the editorial board of the ZNSA were adjusted to the recommendations of the Ministry of Science and Higher Education. When submitting a paper to the editorial board, the author transfers the right to publish the paper and, therefore, agrees to make the paper subject to a review procedure.

- Papers are submitted to the editorial board on electronic devices or via electronic mail to the address of the journal’s secretary, and are formally assessed by the editorial board and anonymised. The editorial board reserves its right to make corrections and shorten the text. If the paper fails to satisfy the criteria adopted by the editorial board specified in the “Guidelines for Authors”, it may be rejected. The initial assessment is made by the Editor-in-Chief. Papers with positive initial assessments are forwarded to be reviewed on their merits.

- The papers are reviewed by specialists in a given field which the given paper relates to. The review procedure is carried out with the principle of confidentiality and anonymity being respected.

- The editorial board takes care to avoid any conflicts of interest between the reviewer and the author of the paper and ensures that the two are not linked by personal relations, professional dependency or direct academic collaboration within two years preceding the preparation of the review.

- Reviewers are selected by the Editor-in-Chief and proposed to the Editorial Committee for approval.

- One or two reviewers are appointed for the review procedure, in full compliance with the rule of confidentiality. The review must be in writing, signed and clearly state whether the paper should be: (1) approved for publishing; (2) approved for publishing after the reviewer’s notes are included or (3) rejected.

- The author of the paper is informed about the review results, but the name of the reviewer is not disclosed.

- Names of reviewers of papers published in specific issues of the journal are not disclosed. A list of collaborating reviewers is published annually in the first issue of the journal and presents the reviewers from the previous year.

- Following the reviews, the Editorial Committee makes a decision to reject the paper, accept it or send it back to the author so that the author takes the position on the reviewer's comments and makes relevant changes in the paper within the deadline set. The author receives only such parts of the review that are of importance to the author.

- The paper modified by the author, along with the reviews and the author’s responses to the reviewer’s comments, is again assessed by the Editorial Committee, which decides about its acceptance or rejection.

- The papers accepted by the Editorial Committee are subject to editing, proofreading and copy-editing. The author receives the text for the final approval before it is published.