

## AJEE REVIEWERS GUIDE

AJEE is an Open Access Journal which supports online submission and has a double-blind peer review system. These are the requirements to be followed by the reviewers while reviewing and other actions within the publishing process. The best practice of international publishing community was used for these requirements:

<https://www.elsevier.com/reviewers/how-to-review>

<https://publicationethics.org/resources/guidelines-new/cope-ethical-guidelines-peer-reviewers>

All of AJEE content is subjected to a double blind peer-review with the aim of obtaining advice on individual manuscripts from reviewers and recommendations about the publication of the article and/or improving the study. The only exception from peer review is an Introduction of the Editor-in-Chief, appearing in each of the Journal's issues.

The process of peer review used by our Editorial Team is clearly described in this Guide, which may be find on this page <http://ajee-journal.com/submissions>

The stages of review process in AJEE are the following:

- 1) choosing the candidates of reviewers, regarding two important points – their field of competence and the absence of a conflict of interests;
- 2) preparing the reviews according to the review's requirements;
- 3) at this stage one of the following decisions are possible:
  - accept the article;
  - revise with the improvement of the article according to the recommendations (in this case the 2-3 par. repeat only with the final decision-making by reviewer), or
  - reject the article;
- 4) publication of the article after acceptance by two reviewers and final minor author's corrections and the decision of the Editorial Board and the Editor-in-Chief.

At the first stage of the review's procedure the editor looks through the candidates of reviewers in accordance with their field of competence trying to avoid a conflict of interests to ensure the high-quality, objective and impartial opinion in reasonable time concerning the issues or parts of the review, listed below.

In general, reviewers are external experts, who are well-known specialists in a particular area of legal research, related to the manuscript, chosen by editors to provide written opinions, who have no conflict of interest with the author(s).

We kindly ask all our reviewers to strongly support and execute PEMS AJEE, which is confirmed before a responsible editor.

Reviewers *inter alia* should point out in their review the relevant published work which is not yet cited by author(s) of the manuscript, but necessary for the conduction of this study. They should use their best judgment to provide the written opinion in the review or to make it clear in the text of the article.

The structure of the review should consist of the following parts:

- 1) the assessment whether the reviewed article concerns the specific area and the purpose of the Journal;
- 2) the decision whether it is in line with the requirements for authors and ethical conditions of AJEE, in particular, the Authors Guide, AJEE Publication Ethics and Malpractice Statement (PEMS AJEE) and AJEE Ethical and Legal Conditions (ELC AJEE);
- 3) the consideration whether the title and the content of the article suit each other and whether the arguments of the author are strict and prove their statements and conclusions;
- 4) the analysis of the references and whether they are the most relevant and important concerning the specific topic of the article.

The arguments of reviewers should be courteous and constructive. As a result, the summary of the reviewed article should contain the main reflections, the aspect whether it is a new and interesting research, assessed to be published in AJEE. The reviewers should be aware of the bias in their review due to the specific area, aim and scope of AJEE.

Among the main reasons for rejecting the manuscript are the following:

- 1) the requirements regarding the size of the manuscript or its structure or appropriate methods of research are not completed;
- 2) old methodology and sources were used and new knowledge and valuable results failed to be presented;
- 3) inaccurate conclusions, assumptions or absence of any conclusions;
- 4) lack of up-to-date references or self-citations;
- 5) PEMS AJEE and/or ELC AJEE requirements were not carried out;
- 6) poor English language quality which leads to unclear meaning of the content.

We make every effort that all judgments and findings, which have been through the peer-review process, are objective and if not, a responsible editor has to change reviews and conduct an additional review. In particular, we pay attention to the author's reply on the

reviewer's recommendations and suggestions, which may be a ground for doubts concerning conflicts of interests existing or any subjective assessment of the manuscript.

All reviewed articles are treated confidentially prior to their publication, the responsibility for these lies upon author(s), reviewers and editors jointly.

For any questions relating to publication process please contact the editors [editor@ajee-journal.com](mailto:editor@ajee-journal.com) or [info@ajee-journal.com](mailto:info@ajee-journal.com).