

UPUSTVO ZA RECENZENTE

Urednik upućuje dostavljene rukopise, odobrene od strane Uredničkog odbora, najmanje dvojici recenzentima radi recenziranja. Urednik bira recenzente u odnosu na područje u kojem djeluju i kojem rad pripada. Recenzije su potpuno anonimne.

Recenzija se obavlja u posebnom obrascu koji Urednik šalje recenzentima, sa rukopisom bez imena i prezimena autora i ostalih podataka koji se mogu dovesti u vezu s identitetom autora rukopisa. Recenzent treba u odgovarajućim sekcijama upisati:

- Naslov podnesenog rukopisa
- Datum prijema rukopisa za recenziju
- Evaluaciju rukopisa prema usvojenim kriterijima ocjene rukopisa (da li je rukopis napisan prema upustvima, da li je prikladan za časopis, koliki je značaj obrađene teme, kakva je konceptualna i teoretska utemeljenost, da li je korišten odgovarajući pristup istraživanju, da li je diskusija koherentna, jesu li zaključci validni, predstavlja li rad doprinos teoriji/praksi i kakva je ukupna kvaliteta rukopisa)
- Kategorizaciju rada
- Primjedbe, sugestije i zaključke

Kao konačno mišljenje o rukopisu, koje direktno utiče na odluku o njegovom objavljivanju, recenzent u rubrici "Preporuka za objavljivanje" treba označiti jednu od četiri ponuđene opcije:

- Rad treba Prihvatiti u izvornom obliku
- Rad treba korigovati; potrebne su manje korekcije koje provjerava samo Urednik
- Rad treba znatno korigovati; potrebna je ponovna recenzija kako bi se ustanovilo da li je rukopis zaista popravljen prema rad iznesenim primjedbama.
- Rad treba odbiti

Također, recenzent treba naznačiti ukoliko pristaje pregledati popravljenu verziju rukopisa.

U odgovarajućim rubrikama, recenzent navodi svoje ime i prezime, zvanje, kao i pun naziv ustanove u kojoj je zaposlen, mjesto i datum recenziranja. Ti podaci su povjerljivi, ostaju kod Uredništva i ne šalju se autoru rada, osim traženih ispravki, sugestija i primjedbi ako ih ima.

Konačnu odluku o objavljivanju teksta donosi Urednički odbor.

GUIDELINES FOR REVIEWERS

Submitted manuscripts, approved by the Editorial Board, are sent by Editor-in-Chief to at least two referees for peer review. Reviewers are chosen by Editor, based on their research area in which particular submitted manuscript belongs to. Reviews are anonymous.

Reviews are conducted in a Review Form, which is sent by the Editor together with manuscript to referees, without any information about the identity of the author. In sections related to the papers data, reviewer must fill in:

- Title of the submitted manuscript
- Date of receipt of the article to review
- Evaluation of the manuscript according to assessment criteria (whether the manuscript is written according to the instructions, whether it is appropriate for the journal, how significant is the subject topic, the conceptual and theoretical background, whether an appropriate approach to the research has been used, whether the discussion is coherent, whether the conclusions are valid, whether the manuscript represents contribution to theory/practice and what is the overall quality of the manuscript)
- Category of the submitted manuscript
- Remarks, recommendations and conclusions of reviewer

As a final evaluation of the manuscript which influences its publishing, the reviewer must check one of the four following options in "Publication Recommendation" section:

- Manuscript to be accepted as is
- Manuscript to be modified where minor revisions are needed (Editor will check)
- Manuscript to be modified where major modifications are needed (there is need to review the paper again and reconsider if author(s) revise(s) as the reviewer has recommended).
- Manuscript should not be published.

Reviewer also has to check if he/she is willing to review subsequent revisions of the manuscript.

In the suited sections, the reviewer is requested to fill in his/her name, surname, title, the name of the institution where he/she is employed and the date and place of the peer reviewing. These data are confidential and stay with the Editorial Board, and are not sent to the author of the reviewed manuscript, except for explanation of mandatory changes and other remarks.

The final decision about publishing is made by the Editorial Board.