

## REVIEWER GUIDELINES

Submitted papers undergo a double-blind review process. The articles are classified according to one of the following categories:

1. *Original scientific article* is only the first time publication of original research results in a way that allows the research to be repeated, and the findings checked.
2. *Short communication* of preliminary but significant results which summarizes the findings of a completed original research work or a research work in progress.
3. *Review article* is an overview of the latest works in a specific subject area, the works of an individual researcher or a group of researchers, in which the author's original contribution to the research of the same topic should be presented.
4. *Professional article* is the presentation of what is already known in a specific subject area and does not have to contain the original research results.

If the reviewers' opinions differ, the editorial board may ask for the opinion of the third reviewer or the board may decide on final categorization. The final decision is brought by the editor and the editorial board members.

Reviewers will get a manuscript and a review form which is to be filled in and returned within a month since the day of receipt. Reviewers may ask for the extension of this deadline if they are not able to submit the review in the given time, which should be timely reported to the journal editor.

Reviewers should refer to the following:

- Is the content of the manuscript appropriate for the journal profile?
- Is the topic of the manuscript scientifically relevant?
- Does the title comply with the manuscript content?
- Are the sources/literature referred to in the manuscript relevant?
- Does the manuscript need any changes or revisions?
- Are the scientific methodology and appropriate terminology used in the manuscript?
- Are the conclusions scientifically founded?
- Does the abstract of the manuscript comply with its content?
- Are the citations and references in the manuscript correct?
- Does the manuscript offer any new scientific findings?

Reviewers should respect the confidentiality of peer review and not reveal any details of a manuscript or its review, during or after the peer-review process. Also, no details of the rejected manuscript may be revealed.

Reviewers must be objective and their peer-reviews should be scientifically based. Revised manuscripts may be sent to reviewers for re-review.

If the reviewers do not write comments in the submitted manuscript but only in the review form, it is advisable to enumerate the suggestions/comments (with precisely defined sections of the manuscript) so that the authors could easily respond to them.

The reviewers' suggestions to the submitted manuscript should be scientifically supported.

Reviewers should not leave any traces of their identity in the manuscript which is to be sent to the author (such as comments or file names)

A completed review form should be submitted either electronically with a scanned signature in PDF, as an unsigned copy by e-mail or a signed copy by regular mail.

*Translated by Prof. Dr. Marijana Sivrić*