Referees play a vital role in maintaining the high standards of the Bulletin of the International Association for Paleodontology and all manuscripts are peer reviewed following the procedure outlined below.

Our review policy is based on the highest international standards and is constantly improved.


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**Initial manuscript evaluation**

Initial manuscript evaluation is performed by editor in chief. Editor in chief first evaluates all submitted manuscripts. At this stage manuscripts can be rejected or forwarded to reviewers. Manuscripts rejected at this stage are outside the aims and scope of the journal, insufficiently original or have serious scientific flaws. Manuscripts that meet the minimum criteria are normally passed on to two experts for review.

**How the referee is selected?**

Referees are matched to the paper according to their expertise. Bulletin of the International Association for Paleodontology has an own referee database which is constantly being updated.

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**Type of Peer Review**

Bulletin of the International Association for Paleodontology employs single blind reviewing, where the referee remains anonymous throughout the process.

**Duties of Reviewers**

Referees are asked to evaluate each section of the manuscript using OJS journal management system and online review form. Review form is shown on the next page.

Language correction is not part of the peer review process, but referees may, if so wish, suggest corrections to the manuscript.

**How long does the review process take?**

The time required for the review process is dependent on the response of the referees. Referees are asked to finish their reviews within 3 weeks.

**Editors Decision**

After first round of reviews a manuscript can be:

- accepted,
- accepted with suggestions for revision,
- accepted only if adequately revised and re-reviewed
- rejected.

At least two reviewers should recommend acceptance of the manuscript for further processing. If one reviewer recommends rejection and the second acceptance, the manuscript will be sent to the third reviewer. The Editors’ decision will be sent to the author with recommendations made by the referees. Revised manuscripts might be returned to the initial referees who may then request another revision of a manuscript.
# Peer Review Evaluation Form

1. Peer reviewer: 

2. Manuscript number: 

3. Date of manuscript submission: 

4. Peer review deadline: 

5. Title of manuscript: 

6. Category: (please check box) 

- Original scientific article
- Clinical article
- Review article
- Short communication
- Case report
- Other

7. Title of paper: (please check box) 

- Clear, concise
- Concise, informative

8. Abstract: (please check box) 

- Concise, informative
- Concise

9. Introduction: (please check box) 

- Clear, concise

10. Objective(s): (please check box) 

- Clear
- Important

11. Methods: (please check box) 

- Methods appropriate
- Precisely documented

12. Materials: (please check box) 

- Numbers adequate
- Controls adequate

13. Statistics: (please check box) 

- Methods appropriate
- Interpretation correct

14. Results: (please check box) 

- All results presented
- Without bias and repetition

15. Table(s): (please check box) 

- All necessary
- Legend(s) clear

16. Figure(s): (please check box) 

- All necessary
- Legend(s) clear

17. Discussion: (please check box) 

- Clear, concise
- Without repetition
- Supported by data

18. Reference to previous work: (please check box) 

- Complete
- Up to date
- Accurate
- Too many

19. Conclusions: (please check box) 

- Clear, concise

## Confidential Comments to the Editor

20. Professional Judgment: (please check box) 

- Concept(s) of study: 
  - New
  - Confirmatory
- Importance of study: 
  - High
  - Moderate 
  - Low
- Scientific quality of study: 
  - High
  - Moderate
  - Low
- Study within the scope of the Journal: 
  - Yes
  - No

21. Final Recommendation: (please check box) 

- Acceptable
- Acceptable with suggestions for revision
- Acceptable only if adequately revised and requiring re-review
- Reject

22. Comments to the Editor: (please continue on additional page if necessary)

23. Comments to the Author(s): (please continue on additional page if necessary)