**Instructions to reviewers**

Reviewers have to fill out the review form (“Reviewer's form”) and give their explanation of the reviewed paper and proposed categorization, as well as state their personal information in the form “Information about reviewer” (forms are located further in the document).

Reviewers also have to check whether the submitted paper is in compliance with “Instructions to authors” as well as “Technical instructions to authors”, and, if not, remark on that include in their review.

**Reasons for exemption of a reviewer**

In case there is one of the reasons for a conflict of interest, for example, if the manuscript is a part of an academic paper (seminar paper, diploma thesis, master’s thesis, doctoral thesis etc.) which was made under the reviewer 's mentorship, if the reviewer knows the author of the paper, or the reviewer is related to the author, as well as any other reason which would be a reason for exemption in the administrative procedure, please inform the editorial board of the journal, or a reviewer can independently state their decision to be exempted from reviewing the submitted text.

**INFORMATION ABOUT REVIEWER**

|  |  |
| --- | --- |
| **Name and surname** |  |
| **OIB** |  |
| **Value Added taxpayer (encircle)** | **yes - no** |
| **Address** |  |
| **Name of the bank and giro account number** |  |

**CROATIAN ACADEMY OF LEGAL SCIENCES YEARBOOK**

**REVIEWER'S FORM**

1. **Reviewer:**

1. **Title of the paper:**
2. **Proposal on classification of the reviewed paper** *(specify only one classification mark – on the back or on a separate sheet attach the explanation of the review)*:

Original scientific paper[[1]](#footnote-1)

Scientific review[[2]](#footnote-2)

Preliminary communication[[3]](#footnote-3)

Professional paper[[4]](#footnote-4)

1. **Recommendation for publishing** *(specify only one recommendation)*:

Accept without alterations

Accept with minor alterations (annotate in the manuscript)

Accept after proposed major alterations[[5]](#footnote-5)

Reject[[6]](#footnote-6)

1. Paper which excels at originality of conclusions, or contains previously unpublished original results of scientifically conceived and conducted research. [↑](#footnote-ref-1)
2. Paper which contains substantial and comprehensive critical review of a particular issue, but without substantial originality of results. [↑](#footnote-ref-2)
3. Paper which contains first results of the research in progress, which due to actuality require prompt publication, but without the level of comprehensiveness and merit required for a scientific paper. [↑](#footnote-ref-3)
4. Paper which contains knowledge and experience relevant for a particular profession, but does not have scientific characteristics. [↑](#footnote-ref-4)
5. Requires special explanation. [↑](#footnote-ref-5)
6. Requires special explanation. [↑](#footnote-ref-6)