

#### Guidelines for reviewers

All manuscripts undergo a double-blind peer-review procedure which includes paper categorization suggestion. Reviewers communicate with the journal via email ([govor@ffzg.hr](mailto:govor@ffzg.hr)). Reviewers are kindly asked to fill in a reviewer's form which includes following sections: a) relevance of the manuscript for the journal, b) recommendation for publication, c) categorization of the manuscript, d) short summary and a general review of the paper, and e) line-by-line comments. Journal Govor promotes good practice in academic communication and encourages authors and reviewers to remain respectful in their communication. If a reviewer concludes that his or her recommendation is not to publish the manuscript, such conclusion needs to be clearly elaborated.

Since the reviewing procedure is double-blind, reviewers communicate with authors exclusively through the journal. Reviewers' comments are sent to the authors, after which the authors send in the revised version of the manuscript together with the response letter. In the response letter the authors should respond to each of the reviewers' comments: for remarks which are fully accepted, the authors should clearly state that, and for remarks they did not (fully) accept, the authors need to explain the reasons for such a decision.

Reviewers are asked to complete and submit their review in three weeks. If the reviewer is unable to accept the review, they should inform the journal about that decision within one week, by sending an email to [govor@ffzg.hr](mailto:govor@ffzg.hr).

One manuscript can be revised twice at maximum. That is the latest point at which the decision about acceptance of the manuscript must be reached by the journal and sent to the authors.

Reviewers should do their best not to compromise the double-blind procedure (e.g. all document properties showing personal data should be removed from the file they are submitting).