

Peer review process

All manuscripts that pass the first editorial reading are submitted to the double-blind peer review, where neither the identity of the author nor of the reviewer are revealed. Therefore, the editorial board recommends that authors remove from their text and reference list all information that could reveal their identity, and to remove all such information from the properties of the electronic document.

The editorial board institutes at least two reviewers for each paper, from a field relevant to the paper's topic. Exceptionally, the editorial board may acknowledge an author's suggestion to omit certain persons from the review process, provided that this request is clearly reasoned and applicable (e.g. if conflict of interest is suspected). Reviewers should not agree to review manuscripts if doing so could imply potential conflicts of interest.

Reviewers assess whether a paper meets the commonly accepted academic standards of the field and of the journal, and offer a recommendation on whether the paper should be accepted, accepted after changes have been implemented, or rejected, and also recommend a category for the paper.

Should they refuse to accept a reviewer's suggestions, authors are obliged to send a new version of their manuscript with comments on why they refused said suggestions. The editorial board shall not publish a paper if the author refuses to adapt it according to the reviewer's recommendations, provided that the editorial board considers them valid. A paper that is significantly revised or altered after the review procedure is considered to be a new paper and is sent for another review.

It is the responsibility of the reviewer to treat the submitted paper as a confidential document.

Reviewers are not allowed to use data or theses from the reviewed paper for their own research.

Reviewers are obliged to check whether the authors of the paper have properly stated and cited all the sources of data used in their research. They are also obliged to report to the editorial board any similarity or overlap with the manuscripts they are currently reviewing or with other papers they are personally acquainted with.

Reviewers are not allowed to directly communicate with authors during the review process.

Review work is unpaid. Reviewers are entitled to one free copy of the printed volume of the journal.

Should the editorial board decide that the submitted manuscript is not thematically appropriate for the journal, that the journal's ethical principles were violated, or that the given guidelines were not adhered to ([Author guidelines](#)), it can reject the manuscript (with justification) before it undergoes the review process.

In case the reviewers do not agree on the paper's category, the decision is made by the editorial board, or the paper is sent to a third reviewer.

The editorial board is obliged to keep track of reviews and to ensure that the reviewing procedure is finished in the agreed upon time.

The editorial board reserves the right to editorially adjust the manuscript to the journal's propositions and to the standards of the Croatian or foreign language.

Reviewer guidelines

Reviewers assess the scientific originality of the paper, the structure of the text, and its clarity, the proper citing and commenting of the work of previous researchers on the same topic, and transparency in use of sources and literature. Poorly structured papers, those that inadequately or unclearly elaborate their theses, or those based on incorrect use of literature are considered inappropriate to the journal's profile.

A review needs to be critical, objective, and in good faith; the reviewer needs to be informed about the topic, and needs to point out possible deficiencies and suggest complements or changes that will improve the quality of the work. The reviewer also recommends a category for the paper (original scientific paper, preliminary communication, scientific review, professional paper).

The final decision on the paper's category is made by the editorial board, based on two, sometimes three, reviews.

Reviewers can send a filled and signed [Reviewer Form](#) to the address of the Institute of Lexicography (Frankopanska 26, 10000 Zagreb) with the note »To the editorial board of the *Studia lexicographica*« or via e-mail to the executive editor (iva.klobucar@lzmk.hr), preferably within four weeks.