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.

Journal management of the Bulletin of the International Association for Paleodontology is performed by Open Journal Systems (OJS) at: https://hrcak.srce.hr/ojs/index.php/paleodontology/about.

**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.

**Type of Peer Review**

Bulletin of the International Association for Paleodontology employs an open review process: identities of both author and reviewer are disclosed.

**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. Authors are responsible for language correctness.

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

7. **Title of paper:**
   - Clear, concise

8. **Abstract:**
   - Concise, informative

9. **Introduction:**
   - Clear, concise

10. **Objective(s):**
    - Clear

11. **Methods:**
    - Methods appropriate
    - Precisely documented

12. **Materials:**
    - Numbers adequate
    - Controls adequate

13. **Statistics:**
    - Methods appropriate
    - Interpretation correct

14. **Results:**
    - All results presented
    - Without bias and repetition

15. **Table(s):**
    - All necessary
    - Legend(s) clear

16. **Figure(s):**
    - All necessary
    - Legend(s) clear

17. **Discussion:**
    - Clear, concise
    - Without repetition
    - Supported by data

18. **Reference to previous work:**
    - Complete
    - Up to date
    - Accurate
    - Too many

19. **Conclusions:**
    - Clear, concise

**CONFIDENTIAL COMMENTS TO THE EDITOR**

20. **Professional Judgment:**
    - 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:**
    - 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)

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