



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: <http://hrcak.srce.hr/ojs/index.php/paleodontology/index>.

## 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 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.

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### Address of the Editor's office:

Bulletin of the International Association for Paleodontology  
University of Zagreb, School of Dental Medicine, Department of Dental Anthropology  
Gundulićeva 5, HR-10000 Zagreb, Croatia  
Tel: +385 1 4899 214; Fax: +385 1 4802159; E-mail: [bulletin@paleodontology.com](mailto:bulletin@paleodontology.com)



## PEER REVIEW EVALUATION FORM

<b>1. Peer reviewer:</b>			
<b>2. Manuscript number:</b>	<b>3. Date of manuscript submission:</b>	<b>4. Peer review deadline:</b>	
<b>5. Title of manuscript:</b>			
<b>6. Category:</b> (please check box)	<input type="checkbox"/> Original scientific article <input type="checkbox"/> Clinical article <input type="checkbox"/> Review article	<input type="checkbox"/> Short communication <input type="checkbox"/> Case report <input type="checkbox"/> Other	
(please check box) <b>YES NO</b>		(please check box) <b>YES NO</b>	
<b>7. Title of paper:</b> Clear, concise	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>	
<b>9. Introduction:</b> Clear, concise	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11. Methods:</b> Methods appropriate Precisely documented	<input type="checkbox"/>	<input type="checkbox"/>	
<b>13. Statistics:</b> Methods appropriate Interpretation correct	<input type="checkbox"/>	<input type="checkbox"/>	
<b>15. Table(s):</b> All necessary Legend(s) clear	<input type="checkbox"/>	<input type="checkbox"/>	
<b>17. Discussion:</b> Clear, concise Without repetition Supported by data	<input type="checkbox"/>	<input type="checkbox"/>	
<b>19. Conclusions:</b> Clear, concise	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8. Abstract:</b> Concise, informative	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10. Objective(s):</b> Clear Important	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12. Materials:</b> Numbers adequate Controls adequate	<input type="checkbox"/>	<input type="checkbox"/>	
<b>14. Results:</b> All results presented Without bias and repetition	<input type="checkbox"/>	<input type="checkbox"/>	
<b>16. Figure(s):</b> All necessary Legend(s) clear	<input type="checkbox"/>	<input type="checkbox"/>	
<b>18. Reference to previous work:</b> Complete Up to date Accurate Too many	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CONFIDENTIAL COMMENTS TO THE EDITOR</b>			
<b>20. Professional Judgment:</b> (please check box)			
Concept(s) of study:	<input type="checkbox"/>	New	<input type="checkbox"/>
Importance of study:	<input type="checkbox"/>	High	<input type="checkbox"/>
Scientific quality of study:	<input type="checkbox"/>	High	<input type="checkbox"/>
Study within the scope of the Journal	<input type="checkbox"/>	Yes	<input type="checkbox"/>
		Confirmatory	<input type="checkbox"/>
		Moderate	<input type="checkbox"/>
		Moderate	<input type="checkbox"/>
		No	<input type="checkbox"/>
		Low	<input type="checkbox"/>
		Low	<input type="checkbox"/>
<b>21. Final Recommendation:</b> (please check box)			
<input type="checkbox"/>	Acceptable		
<input type="checkbox"/>	Acceptable with suggestions for revision		
<input type="checkbox"/>	Acceptable only if adequately revised and requiring re-review		
<input type="checkbox"/>	Reject		
<b>22. Comments to the Editor:</b> (please continue on additional page if necessary)			
<b>23. Comments to the Author(s):</b> (please continue on additional page if necessary)			

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