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## **Editorial & Authorial Policy: rules of ethical publishing and review process**

Please note that this is a short version of the Editorial & Authorial Policy of the Eruditio – Educatio. The full version is published at the website of the journal at <http://e-eruditio.ujs.sk/editorial-policy/>

### **General Ethical Rules**

–The Editorial Board is responsible for observance of the publication ethics. It ascertains that published contributions correspond to the internationally accepted ethical principles and academic norms. [...]

### **Author's Duties**

–Any submitted paper is expected to be an original, so far unpublished text. In case the text is a reworked or supplemented manuscript, the Author must provide a clear information on the extent of rework or supplement as well as a clear statement where the original version was published. [...]

### **Review Process**

–Submitted papers are reviewed by the Editorial Board and members of the International Editorial Board. The whole review process includes:

- Checking the technical & format requirements
- Plagiarism checking
- Scientific peer-review
- English proofreading

### **Scientific peer-review**

–[...] Reviewers' assessments are strictly anonymous and confidential. Reviewers do not know the identity of the Author, and the Author does not know the identity of the Reviewers (double blind peer review). Editors are obliged to ensure anonymity by removing from the text all information that could disclosed the identity of the Author(s) or Reviewers.

–Reviewers are required to clearly express their professional opinion about the manuscript, providing necessary arguments. Personal criticism of the Author is not appropriate. [...]

–Reviewers deliver a signed Reviewer's Assessment either by post or personally to the address of the Editorial Board. [...]

–Members both of the Editorial Board and International Editorial Board, when publishing in their own journal, do undergo a regular review process. [...]

### **Acceptation – rejection**

–After a completed review process, it is the Editorial Board, and personally the Editor in Chief, who decides on the publication. The decision can be: "recommended for publication"; or "recommended for publication with corrections"; or "recommended to reject the publication".

–The Editorial Board has the full responsibility and right to accept or reject a manuscript.

–The Editorial Board rejects a manuscript if and when its theme does not correspond with the thematic orientation of the journal, or it clearly does not fulfil the requirements of an academic study.

–In case of a decision "recommended for publication with corrections" the Editorial Board may request the Author to make corrections, modifications, alterations, etc. in his/her text in accordance with the Reviewers' Assessment; the management of the modification phase is fully in the discretion of the editors. [...]

### **Publishing**

–The Editorial Board has the full right to consider the exact timing of publishing of a successfully reviewed contribution. [...]

### **Copyright**

–By publishing a paper in the Eruditio–Educatio, the Author acknowledges that the copyright thereafter belongs to the Editorial Board of the journal. Any further publishing of the paper requires a prior written consent of the Editorial Board, represented by its Editor in Chief.