

Editorial Policy and Reviewing

➤ Editorial Policy

Word and Text accepts only original articles and publishes only themed issues. Authors are responsible for the originality of the manuscripts they submit for publication as well as for the right of using third-party materials in their articles. There are no submission fees, publication fees or page charges for this journal.

➤ Review Process

The following instructions will ensure we have everything required so that your article can move through peer review, production and publication smoothly.

Word and Text is committed to peer-review integrity and upholding the highest review standards. It uses a double-blind peer reviewing system for all articles, the only way to ensure the quality of our published material. Therefore, both the identity of the authors of all submitted articles as well as the identity of the reviewers are kept anonymous at all times.

A preliminary stage of the peer reviewing consists in checking the manuscript using specialized software to detect plagiarism. Plagiarism in all its forms and any type of academic fraud is not tolerated.

The editor will provide reviewers with a Paper Review Form which they need to fill in for each article (which is numbered by the editor, the identity of the author being hidden from the reviewer). The main points that the reviewer is invited to comment about are:

- Is the subject addressed in this article worthy of investigation?
- Is the information presented new?
- Are the author's conclusions supported by the data?
- (for thematic issues) Does the essay address the theme of the issue?
- Does the essay follow (critical, stylistic, bibliographical etc) standards of literacy adequate for publication?

The following scale will be used:

0-3: fails by a large amount

4-5: fails by a small amount

6-7: succeeds by a small amount

8-10: succeeds by a large amount

The editor is responsible for keeping both the name of the author (authors) and the name of the reviewer anonymous throughout the peer-review process. It is also the editor's responsibility to ask the authors whose articles were accepted with minor/ major revisions to make the necessary changes and to re-submit their articles. The articles which were rejected by the Board of Reviewers are not returned to their authors.

