

The below document is composed from **Peer Review Process** and **Peer Review Form**

PEER REVIEW PROCESS

The manuscript is submitted to the editorial board of the scientific journal *Acta Terrae Septemcastrensis*.

The peer-review process, of the articles proposed for publication in the **Acta Terrae Septemcastrensis** is going on in a similar way with the international usual procedures. The editor in chief assigns an associate editor for each number, who decides if the article generally fits the profile of the targeted journal. In the second stage, the article will be sent to two other reviewers that belong to the scientific community and have the topic as their research background. The researchers have seven days to decide to accept the manuscript for reviewing. If one of the reviewers does not agree in reviewing the article, another peer reviewer is assigned by the editor. The peer reviewer has a month to review the paper and make a personal decision towards publishing. The reviewer has to take into account four main aspects of the paper:

- The relevance of the topic
- Originality and results
- Scientific approach
- Sustainability

Each of the above mentioned items will be appreciated from 5 to 1 points.

Each of these chapters has scores which decrease from 5 to 1, function of the quality and the excellent level respectively none or not suitable of the paper.

Each peer-review is ending with the fifth chapter, of conclusions, in which the reviewer has 3 variants for the answer:

- a) he can accept his paper in its initial form;
- b) to accept it after the author(s) reviewed the paper using the recommendations of the reviewers
- c) to reject the paper

If the two peer-reviewers propose, both of them, one of the variants a) or b), the paper is accepted for publication in its initial form – if both the reviewers propose variant a) - or after the reviewing of the paper by the author(s) in term of a month from the date of sending the conclusions of the two reviewers, if one of them proposes variant b).

If one of the two reviewers proposes variant c), then the paper is rejected.

Note: It is the decision of the peer reviewers if they want to disclose their identity or remain anonymous.

PEER REVIEW FORM

Acta Terrae Septemcastrensis

The Scientific Committee,

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Reviewer's Name:

Affiliation:

Date:

Manuscript number:

Track:

Title:

Authors:

1. **1. The practical importance and the actuality of paper**

5-Exceptional, 4- Significant, 3-Minor, 2-Questionable, 1-None or not suitable

(Comments:
.....)

2. **The original contributions and results** (comments)

5-Exceptional, 4- Significant, 3-Minor, 2-Questionable, 1-None or not suitable

(Comments:
.....)

3. **The scientific level**

5-Exceptional, 4- Significant, 3-Minor, 2-Questionable, 1-None or not suitable

(Comments:
.....)

4. **Recommendations to author(s)**

(Template, language, style, graphical materials, mathematics, etc.

Note: any correction can be made directly on the text in red pen).....

5 Conclusions

For publication

For publication after the paper has been reviewed

