

## ***Management – Journal of Contemporary Management Issues***

### **INSTRUCTIONS FOR REVIEWERS**

Dear colleague,

your review is of extreme importance to us, since it enables us to perform an objective assessment of a paper, submitted to publishing in our Journal. It is our intention that all the published papers are **ORIGINAL and are SIGNIFICANT for the advancement of the field of management (i.e. have not been published elsewhere, in any form and contain original scientific, or professional contribution to the field of management)**. It is, also, our intention to publish papers that contain **RELIABLE and RELEVANT research, or literature review/interpretation**.

Our journal also fully supports and applies the ethical **International standards for authors and editors**, adopted at the 20<sup>th</sup> anniversary COPE conference (<http://publicationethics.org/resources/international-standards-for-editors-and-authors>).

Your review is always based on **double anonymity**, which means that all papers, intended for publication, will be delivered to you anonymized, while we also preserve your anonymity toward the authors, when delivering your review.

Beyond these general guidelines, please make sure to follow the detailed instructions, based on the content of our review form (which will be delivered to you, along with the anonymized paper, submitted for publication and other accompanying documents, if those were submitted, as well):

- The *overall recommendation* on suitability for publishing should be filled in, only after you have reviewed the entire paper and made a final decision. Your options include an *unconditional acceptance*, a *major revision* (related to major re-writes and corrections, including research methodology and results), or a *minor revision*, which do not include corrections in research methodology and results.
- Please rate the *scientific contribution of the paper to the field of management and the related fields*. If it is your assessment that the paper does *NOT* add new scientific contribution, please choose the *PROFESSIONAL PAPER* as the final category, into which the paper will be classified.
- Categories, into which SCIENTIFIC papers are classified are as follows:
  - *Original scientific papers* - contain the results of original research which have not been previously published and represent a significant contribution to knowledge in the field;

- *Preliminary communications* - contain scientific and professional information, which requires rapid publication and have a potential to develop a significant contribution to knowledge in the field, as research evolves;
- *Reviews* - contain a description of scientific and professional information in a shortened form and summarize the previous scientific contribution(s) to knowledge in the field.
- Please rate the *technical aspects of the paper*, as relevant and appropriate for publication in the journal. Please consider the following elements:
  - Does the title correspond to the contents of the paper?
  - Does the abstract offer enough information?
  - Are the references contemporary and relevant?
  - Should the paper be extended or reduced?
  - Is the paper written clearly and explicitly?
  - Are there any factual or logical mistakes?

Please, write any additional comments that you may have to the provided space in the review form. We would be especially grateful, if you could comment on particular arguments, sentences/paragraphs, or other parts of the paper, which should be modified, corrected and/or amended by the author(s).

You can also submit a list of your comments in a separate file, or use the “Review” function of your word-processing software to insert your comments into the anonymized file. Before delivering your comments to author(s), we will make sure that all information, which could identify you as a reviewer, is removed from such a file.

Thank you for serving as a reviewer to *Management – Journal of Contemporary Management Issues*. We appreciate your assistance and valuable contribution to the development of the Journal.

Editorial board