

Archives of Environmental Protection

Quarterly of the Polish Academy of Sciences,
published since 1975

Published by:

Institute of the Environmental Engineering of the Polish Academy of Sciences

Address: ul. M. Skłodowskiej-Curie 34, 41-819 Zabrze, Poland

tel.: +48 32 271 64 81, Ext.103, fax: +48 32 271 74 70, e-mail: ipis@ipis.zabrze.pl

Refereeing procedure for scientific papers published in *Archives of Environmental Protection*

1. Once the paper has been qualified as suitable for the Journal, the Editor-in-chief and the Subeditors choose two independent Referees among scholars renewed in a given field. The chosen Referees, who either have the *profesor*¹ or *doktor habilitowany* title², must ensure:
 - unbiased opinions;
 - no conflicts of interests, particularly personal or professional ones in relation to the Author;
 - confidentiality concerning the paper content and opinions.
2. After the Referees have been selected, they are sent written requests (via e-mail) to review the paper (without the Author's name) by the Assistant Editor. The requests define the required review scope and deadline. They are sent either with the full text or the article abstract. The Referees also receive the Referee Evaluation Form used for the Journal, which can be supplied with additional questions when necessary.
3. The anonymity of the Referees is preserved from the Author. The Referees' identities can be disclosed only when the review is negative or the paper contains problematic parts. In this case, the Referees' identities can only be disclosed at the request of the Author and by the Referee's consent.
4. The Referee sends the electronic version of the review to the e-mail address given in the Referee Evaluation Form. After receiving the review, the Assistant Editor:
 - informs the Author that the review has been received if the review states that the paper does not need any corrections or requires only minor editing corrections;
 - sends the review with critical comments to the Author, who makes necessary corrections or prepares detailed answers to the comments if he/she does not agree with the review;
 - sends the paper corrected by the Author to the Referee if the Referee finds the preparation of another review necessary.
5. The final decision on the acceptance of the scientific paper for the publication in *Archives of Environmental Protection* is taken by the Editorial Board. It is based on the comments given in the reviews and the final version of the paper provided by the Author.
6. The proofs of the paper are sent to the Author for proofreading before the paper is published in a given issue of *Archives of Environmental Protection*.

1 academic title granted by the President of Poland

2 Polish academic title obtained after completing the post-doctoral dissertation