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- 1) After accepting the paper as matching to the scope of the Journal Editor-in-Chief with Section Editors choose two independent Reviewers (authorities in the domain/discipline). The chosen Reviewers (from professors and senior academic staff members) have to guarantee:
 - autonomous opinion,
 - the lack of interests conflict – especially the lack of personal and business relations with the Authors of the paper,
 - the preservation of confidentiality about the paper content and the Reviewer opinion about the paper.
- 2) After the Reviewers selection, Assistant Editor send them (via e-mail) requests to review the paper. Reviewers receive the full text of the paper (without Author personal data) qualified for the reviewing process and referee form, sometimes supplemented with the additional questions connected with the article. In the e-mail Assistant Editor also determine the extent of the review and the deadline (usually a month).
- 3) The personal data of Reviewers are not open (double-blind review). It can be declassify only on Author's special request and after the Reviewer agreement. It sometimes happen when the review outcome is: manuscript rejection or when the paper contain controversial issues.
- 4) The reviewer send the review to the Editorial Office via e-mail. After receiving the review the Assistant Editor:
 - inform Authors about it (in the case of the review without corrections or when there are only small, editorial changes needed).
 - send the reviews to Authors. Authors have to correct the paper according to Reviewers comment and prepare the reply to Reviewers.
 - send the paper corrected by Authors to Reviewers again – when Reviewer wanted to review it again.
- 5) The final decision about manuscript is made by the Editorial Board on the basis of the analysis of remarks contained in the review and the final version of the paper send by Authors.
- 6) The final version of the paper, after typesetting and text makeup is being sent to Authors, who make an author's corrections. Afterwards the paper is ready to be printed in the specific issue.