

## **GUIDELINES FOR REVIEWERS**

Manuscript submission for *Studia Marina* Journal is done by e-mail ([studiamarina@ucg.ac.me](mailto:studiamarina@ucg.ac.me)). Submitted manuscripts are received by Technical Editor, and forwarded to Editor-in-Chief, who in communication with Editorial Board, determine if submitted manuscripts meet journal criteria. Manuscripts accepted for review are sent to at least two referees who are selected by the member of Editorial Board. During submission process, authors should suggest three potential referees with their e-mail addresses and affiliations, but editors will make a final decision about selection of referees. Referee selection is critical to the publication process and referees are expected to treat the review process as strictly confidential.

Editors send to referee the manuscript as well as “Reviewer’s report form” which should be filled in. Referee is obligated to note editors if he accept or reject to review a manuscript in five days. Otherwise, editors will consider that referee rejected to review the manuscript. Reviewing process for accepted manuscripts is limited to 20 days.

Referee should read Ethical statement – Duties of reviewers of the *Studia Marina* Journal. In case of any conflict of interest (with the authors, their institution or sources of funding) referee should reject reviewing. During review, novelty, importance to the specific field and strong evidence for the conclusions drawn should be in focus. Referee should be: confidential, fair, objective, suggestive, clear and with constructive comments. Referee must pay attention if the manuscript meets the requirements outlined in the Instructions for authors.

Form of Reviewer’s report is available on the website [www.studiamarina.ucg.ac.me](http://www.studiamarina.ucg.ac.me).

Based on the recommendations of the referees, the Editor-in-Chief makes final decision about acceptance or rejection of the manuscript.

Accepted manuscripts are reviewed by Technical Editor, and get back to author in case that all technical requirements are not met. Author is obligated to correct the manuscript in five days. Then, Technical Editor makes proof and get back it to corresponding author for final check. Final check should not exceed five days, and any potential corrections should be restricted to typesetting errors.