

## *Appendix to the Bylaws of the Legal Informatics Journal*

### **Procedure for peer reviewing research paper manuscripts received by the editorial office of the Legal Informatics Journal**

1. All research papers received by the editorial office of the Legal Informatics Journal shall undergo mandatory peer reviewing within 3 (three) months from the day of receipt.
2. The Executive Editor of the journal, subject to the consent of the Editor-in-Chief, upon making sure that a paper's specialisation falls within that of the journal and its layout meets the requirements set by the journal, shall forward the paper for peer reviewing to an expert, a Ph.D. or Dr.Sc., whose academic specialty is close to the topic of the paper. The reviewer may also be a recognised expert that had publications on the topics of the paper to be reviewed over the recent 3 (three) years.
3. The deadline for peer reviewing shall be set in each individual case by the journal's Executive Editor in order to provide conditions necessary for the fastest possible publication of the paper.
4. The review shall address the following issues:
  - (a) does the contents of the paper correlate with the topic of the paper title,
  - (b) to what extent does the paper reflect the state-of-art achievements of scholarly and theoretic thought,
  - (c) is the paper accessible for the target audience regarding the language, style, material positioning, visual clarity of tables, diagrams, figures and formulae,
  - (d) is it appropriate to publish the paper, considering the literature previously published on the topic of the paper,
  - (e) what are, specifically, the advantages as well as shortcomings of the paper and what corrections and amendments should be made by the author,
  - (f) is the paper: recommended for publication in the journal, recommended after correcting the deficiencies noted by the reviewer, or not recommended.
5. Peer reviews shall be certified by the reviewer's electronic signature. If a review is submitted in printed form, the reviewer's signature shall be certified at his/her main place of work.

6. Peer reviewing shall be conducted confidentially. The author of the reviewed paper shall be granted a possibility to read the review. A breach of confidentiality shall only be possible if the reviewer declares the materials set forth in the paper to be unreliable or falsified.
7. If the review contains recommendations on correcting and amending the paper, the journal's Executive Editor shall forward the review to the author together with a suggestion either to take the recommendations into account in preparing a new version of the paper or to present a well-reasoned refutation (in part or in full). A revised (or rewritten) paper may repeatedly undergo reviewing.
8. A paper not recommended for publication by the reviewer shall not be accepted for repeated consideration, and the author shall be sent a reasoned refusal.
9. All papers shall be checked for originality (anti-plagiarism). If materials taken from other sources without citing them are found, the paper shall be rejected by the Executive Editor without peer reviewing.
10. A positive review shall not be a sufficient justification for publishing the paper. The final decision on publishing shall be taken by the editorial board.
11. After the editorial board has passed the decision that the paper is accepted for publication, the Executive Editor shall inform the author about it and indicate the time of publication. The review may be sent to the author by e-mail. If the review is positive, as a rule it is not sent to the author.
12. The original reviews shall be stored at the editorial offices of the Legal Informatics Journal in electronic form for 5 (five) years and shall be submitted to the Ministry of Education and Science upon receipt of an appropriate request by the editorial office.