

**THE PROCEDURE OF REVIEWING ORIGINAL MATERIALS PUBLISHED
IN THE QUARTERLY
"Zagadnienia Doradztwa Rolniczego"**

Stage 1: The Editor-in-Chief qualifies the material submitted for publication. Papers that do not meet the profile of the quarterly or do not comply with the editorial requirements are rejected without a review.

Stage 2: After qualifying the material sent as compliant with the profile of the Quarterly, the Editor-in-Chief selects Reviewers who are experts in a given field, and at the same time guarantee independence of opinion, confidentiality of content and reviews and no conflict of interest, expressed in the lack of personal and business relationships with authors or their institutions.

Stage 3: After the reviewer is selected, the Secretary of the Editorial Office sends him / her by e-mail within 1 business day the full text of the reviewed material together with the review form, which is valid in the Quarterly. At the reviewer's request, the editorial office may provide a review to another reviewer from the list. The journal uses a review model in which both authors and reviewers do not know their identities (the so-called double-blind review process). The Reviewer's data may be declassified only at the Author's request and with the Reviewer's consent. Scientific materials are reviewed by 2 Reviewers, while the other materials and information by 1 Reviewer.

Stage 4: The reviewer submits the review in electronic form to the Quarterly's e-mail address within 7 days from receiving the content for review.

Stage 5: The reviewed materials are discussed at the meeting of the Editorial Board, convened by the Editor-in-Chief. At the meeting during which they are qualified for publication and the scope of corrections for the materials.

Stage 6: After the meeting of the Editorial Board, the Secretary of the Editorial Office informs the Author about the decision made and provides the comments of the Reviewers and the Board, along with an indication - if such an opinion was expressed - of the scope of the required corrections.

Stage 7: The author makes the required with corrections - and in the case of comments he does not agree - prepares responses to the review, and then sends the corrected material back to the Editor.

Stage 8: The Secretary of the Editorial Board shall refer the article again - after the Author has introduced changes - to the Reviewer, if the Reviewer and the Editorial Board previously determined the need for a re-review.

Stage 9: The final decision to print the corrected scientific material is made by the Editorial Board or the Editor-in-Chief on the basis of authorization by the Editorial Board, based on the analysis of the comments contained in the review and the final version of the article provided by the Author.

The list of reviewers cooperating with the Editorial Office is published annually on the website and in the last - fourth issue of the quarterly

The review is made with the use of of the valid review form (form).