

# Marek Mariusz Tytko

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## Procedures and timeline of the editorial process

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Artykuł został opracowany do udostępnienia w internecie przez Muzeum Historii Polski w ramach prac podejmowanych na rzecz zapewnienia otwartego, powszechnego i trwałego dostępu do polskiego dorobku naukowego i kulturalnego. Artykuł jest umieszczony w kolekcji cyfrowej [bazhum.muzhp.pl](http://bazhum.muzhp.pl), gromadzącej zawartość polskich czasopism humanistycznych i społecznych.

Tekst jest udostępniony do wykorzystania w ramach dozwolonego użytku.

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## **Procedures and timeline of the editorial process [in English]: Terminy i procedura postępowania wydawniczego [po angielsku]:**

Texts are currently being received from authors for editorial consideration. We attempt to achieve a high standard of competence in our published articles. Therefore, texts go through a functional, manifold procedure of reviewing (internal evaluation is done by the subject editors of the periodical, external evaluation is done by independent external reviewers). The editorial process for the “Religious and Sacred Poetry: An International Quarterly of Religion, Culture and Education” is composed of **three phases**.

Firstly, in the **selection phase** (a decision for publishing YES/NO), in case of an initial positive decision (YES), linguistic analysis of the chosen text takes place, and this initial editorial decision (YES/NO) is communicated to the author within one month of receiving the text. For the author, it is a crucial decision about the qualification of a text for external review (YES) or rejecting it because of formal faults (NO). This first phase of evaluation is concerned with analyzing the text with respect to the profile of the periodical and formal requirements. Having read the submitted article, subject editors recommend the text to the editor-in-chief for publication (a decision YES) or for rejection (decision NO).

Secondly, there is the **review phase** in which a selected, text after codification, is sent anonymously to the first independent external reviewer (a specialist in a given branch). Within three months the author of a text receives a final decision concerning the text. A negative decision (NO) – in case of rejecting a text - will contain a brief, clear, competent and formal analysis of the text (identifying weak areas, with explanation). A positive decision (YES) – in case of accepting a text – contains short, clear, competent and formal analysis of the text (identifying strong areas and possible suggestions for changes and improvement). The editor-in-chief acts as mediator during the review process. Authors may refer to the editor-in-chief with questions, doubts, suggestions, expectations, and requests. (e-mail:

marek.mariusz.tytko[at]uj.edu.pl or marek.mariusz.tytko[at]gmail.com [at] = @). The author of a text has a right to answer the external reviewer's remarks and to return (possibly) a modified (or new) version of their text.

Thirdly, in the **third phase**, the text is editorially modified, becoming an integral part of a particular volume of the "Religious and Sacred Poetry: An International Quarterly of Religion, Culture and Education". In this phase, when the entire contents of a volume are evaluated, the essential responsibility belongs to the second reviewer – a general reviewer of a given volume, who evaluates each volume as an integral unit. Any remarks and suggestions by the external reviewer are sent in the third phase to all the authors, whose texts have been qualified and constitute a given volume of the periodical. They should respond to the suggestions sent by the external reviewer (e. g. to accept or reject), which is a condition for publishing a text in a given volume.

The **three-phase** editorial steps and external review process aim at a formal and linguistic improvement of each text and at making a given volume of the periodical an integral unit.

The anonymous double-blind external review process **is intended for** the following works: a) scholarly dissertations (texts of a size larger than 1 sheet of print – we accept them very seldomly), b) scholarly articles (from 0.5-1 sheets of print, preferably), c) scholarly communications (from 0.25-0.5 sheets of print, but typically 0.5 sheets of print), d) reports of scholarly research (less than 0.25 sheet of print).

External reviewing **does not apply to:** a) introductions (editorial forwards, usually up to 0.25 sheets of print), b) reviews of scholarly books or other works (text up to 0.25 sheets of print), c) bibliographical *syllabi*, d) sources, e) other materials. By the 'sheets of print' we understand 39600 characters of text, i.e. 22 pages of standard text (22 pages x 30 verses x 60 characters per line, counting all characters in the whole text, including spaces in the main text, footnotes, bibliography, summary, key words, etc.).

Names of particularly eminent authors, whose texts represent a distinguished level, will be announced on the first cover page (i.e. the main page of the periodical).

<http://www.religious-and-sacred-poetry.info>

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[Editor-in-Chief]

(Translated by Sr Adelajda Sielepin CHR, Mark Simon Bonnet and Muir Alan Evenden, revised by Thomas Koziara)