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# Peer review rules for papers published in “Hereditas Monasteriorum”

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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.

### Peer review rules for papers published in “Hereditas Monasteriorum”

1. Every paper will be preliminarily assessed in formal terms by the Editorial Board in order to determine whether its content corresponds with the profile of the journal and meets the requirements of a scholarly publication (internal review).
2. Papers which have obtained positive internal reviews will be qualified for external assessment (review).
3. In every case, two external reviewers will be appointed from among independent specialists in a given area of research who hold at least a post-doctoral degree (the so-called habilitated doctor degree, or doktor habilitowany), employed outside the institution to which the author of the article is affiliated. As far as papers written in a language different from Polish are concerned, one of the reviewers has to be a person affiliated in an foreign institution, outside the home country of the author. Only in justified cases, one of the reviewers will not be obliged to hold the said post-doctoral degree (doktor habilitowany) as long as he or she has considerable and widely recognised academic achievements in a specific field of research.
4. The authors and reviewers do not know one another's identity (double-blind review process).
5. A written review will be prepared on the basis of a review form elaborated by the Editorial Board, and subsequently the article will be either marked as eligible for publication or rejected.
6. Only those papers which have received a favourable evaluation of two reviewers will be qualified for publication. When the opinions diverge – one is positive, the other negative – the Editorial Board refuses to publish the article. In particular and justified cases, the Editorial Board can send the paper to one more reviewer (super-reviewer), whose opinion will be decisive.
7. After the review procedure is successfully completed, the author receives the reviewer's suggestions, follows his or her guidelines to correct and improve the paper, or takes a stance on the reviewer's remarks. Afterwards, the author sends the paper back to the Editorial Board, with whom he or she will keep in close contact until the publication of the article.
8. If during the editorial and/or proofreading work the paper turns out not to fulfil certain academic criteria, the Editorial Board can withdraw from the decision to publish it even if two positive reviews were initially obtained.
9. The paper review process remains in compliance with the guidelines of the Ministry of Science and Higher Education described in the brochure *Good Practices in Reviewing Procedures in Science [Dobre praktyki w procedurach recenzyjnych w nauce]* (Warszawa 2011).