LINGUA ET VITA

JOURNAL'S PROCEDURES FOR REVIEW

1. Collection of contributions (July, August September).
2. Removing identification information from contributions (October).
3. Allocation of identification number to contributions (October).
4. Checking the formal structure of contributions. The editorial board will check whether the posts contain an abstract, key words in English and in the language of the contribution, bibliography and the amount of extent of contribution (October).
5. Reading abstracts and assessing whether contributions correspond to focus of Lingua et vita Journal (November).
6. Sorting contributions into two groups: a) suitable for reviewing (compliant formal structure and compliance of the article with the focus of the journal); b) Unsuitable for review (unsuitable formal structure, discrepancy of the paper with the focus of the Lingua et vita Journal) (November).
7. Finding reviewers from the reviewers database. The journal has a database of reviewers according to the focus of the individual sections of the journal (linguistics, culture, didactics and methodology, translation) (December).
8. Submitting anonymous contributions to external reviewers according to the field of interest (December).
9. Reviewing contributions (January, February).
10. Sorting reviews by positive contributions (published) and negative contributions (unpublished) (March).
11. Author´s correction of positively accepted contributions according to comments from the reviewer (April).
12. Editorial corrections of the contributions of the journal (May).
13. Deanonymisation of positively accepted contributions.
14. Email-notice to authors about publishing or not publishing of their contibution in the Lingua et vita Journal.