

# Editorial and Peer Review Policies

January 1<sup>st</sup>, 2023

## 1. Focus and Scope

The Central European Journal of Public Policy (CEJPP) is an open-access, multidisciplinary, peer-reviewed journal with primary focus upon analytical, theoretical and methodological articles in the field of public policy. The aim of the CEJPP is to provide academic scholars and professionals in different policy fields with the latest theoretical and methodological advancements in public policy supported by sound empirical research. The CEJPP addresses all topics of public policy including social services and healthcare, environmental protection, education, labour market, immigration, security, public financing and budgeting, administrative reform, performance measurements, governance and others. It attempts to find a balance between description, explanation and evaluation of public policies and encourages a wide range of social science approaches, both qualitative and quantitative. Although the journal focuses primarily upon Central Europe, relevant contributions from other geographical areas are also welcomed in order to enhance public policy research in Central Europe.

## 2. Criteria for Publication

The CEJPP accepts original manuscripts with sound theoretical, methodological and empirical grounding. For „standard“ articles „IMRAD“ rules should be respected, research questions or hypotheses stated and responded. The CEJPP publishes papers within the broad field of public policy including recent developments in research, scholarship and practice within public policy, public administration, government, public management, administrative law and public policy theory. For any specific submission the authors are welcome to email an abstract to the Editor-in-Chief, prior to formal submission, if they wish for guidance on the appropriateness of their proposed article, as the CEJPP welcomes innovative ideas and approaches. We will not review manuscripts that are currently under review for publication or that have been printed in another journal.

### 2.1. Section Policies

Section	Open Submission	Indexed	Peer Reviewed
Articles	X	X	X
Student Work	X	X	X
Book Review	X	X	
Discussion	X	X	
Editorial		X	
News			

### 2.2. Authorship

All parties who have made a substantive contribution to the article should be listed as authors. Principal authorship, authorship order, and other publication credits should be based on the relative scientific or professional contributions of the individuals involved, regardless of their status. Those who contributed to the work but do not meet the authorship criteria can be mentioned in the Acknowledgments. The principal author must be prepared to sign the license agreement on behalf of all the authors.

### **2.3. Plagiarism**

The CEJPP takes issues of copyright infringement, plagiarism or other breaches of best practice in publication seriously. Plagiarism is not acceptable and plagiarized content will not be considered for publication. If plagiarism is identified, we will follow the [COPE plagiarism guidelines](#).

The CEJPP uses CrossCheck to screen submitted content for originality, and a follow-up investigation is done if the software raises any concerns. If plagiarism is detected during the peer review process, the manuscript may be rejected. If plagiarism is detected after publication, we may issue a correction or retract the paper, as appropriate. We reserve the right to inform authors' institutions about plagiarism detected either before or after publication.

## **3. Peer Review Process**

Peer review is at the core of the CEJPP approach to publication. It is our policy that submitted articles will be reviewed by the editors in the first instance and then if appropriate forwarded anonymously for peer review.

### **3.1. Review by the Editor(s)**

Prior to acceptance, all articles will undergo an initial screening by the journal's editors. This initial in-house quality control deals with issues such as full compliance with the CEJPP's formal requirements, suitability of the submission, conflict of interests etc. Submissions may be returned to authors for queries, and will not be seen by the Editorial Board or peer reviewers until they pass this quality check. Following that check, potential articles are reviewed anonymously by two or more peer reviewers. Likewise, commissioned articles and articles for special issues are evaluated by the journal's editors, a guest editor(s), and at least two additional peer reviewers.

### **3.2. Forwarding Article to Reviewers**

The article accepted by editor(s) shall be forwarded to at least two reviewers, selected by the Editor-in-Chief on the proposal of appointed member(s) of the Editorial Board. The reviewers shall be experts in the given field and if possible, they should not be institutionally or personally associated with the author. The reviewers shall have four weeks to produce a review, and be notified about the expiry of this period. Unless they forward their assessments within two weeks following this period, a fresh reviewer shall be appointed. The review shall be provided by way of an editorial form.

### **3.3. Decisions about Accepting, Revising or Rejection of an Article**

The decision to accept, revise or reject an article shall be governed by the following rules:<sup>1</sup>

- If both reviews are favourable ("Accept"), the final decision on acceptance shall be taken by the Editor-in-Chief after a conference with the Editorial Board.
- Likewise, if both reviews are unfavourable ("Decline"), the final decision on rejection shall be taken by the Editor-in-Chief after a conference with the Editorial Board.
- If both reviews are favourable and suggest minor revisions ("Revisions Required"), the author shall be invited to do so, and the revised text shall be forwarded to the Editorial Board.
- If both reviews suggest major revisions ("Resubmit for Review"), the author shall be invited to revise the text, which is then forwarded to a fresh assessment either by the reviewer that raised the applicable objections against the text, or by a third reviewer.

---

<sup>1</sup> Policy may vary in singular, well-justified cases determined by the specific character of an article.

- If one review is favourable and the other one unfavourable, the author shall be invited to revise the text, which is then forwarded to a third reviewer.
- If one review is favourable while the other recommends a review after revision, the author shall be invited to rework the text, which is then forwarded to the reviewer that requested that it be reworked. If minor revisions are requested, the text shall be forwarded to the Editorial Board without being previously assessed by the reviewer.
- If one review is unfavourable and the other requests minor or major revisions, the Editor-in-Chief will suggest that the Editorial Board either reject the article or ask its author to make a revision, whereupon the text shall be forwarded to a third reviewer.
- If the reviewers fail to reach a consensus even after reviewing a revised version of the article, the Editor-in-Chief shall either contact a third reviewer (if such action was not taken earlier) or put the article forward to the Editorial Board for a final decision about accepting or rejecting the article.

The Editor-in-Chief and the Editorial Board shall have one week after receiving the reviews to make their decision.

The author(s) shall receive a Report to the Author(s). If they consider all or some recommendations made by the reviewers materially groundless, he/she may present his/her position in a letter or e-mail within a seven days' period, to be presented by the Editor-in-Chief to the Editorial Board before the final decision is taken. The author shall be explicitly informed about this option. The Editor-in-Chief shall make the final decision about accepting or rejecting the article after a conference with the Editorial Board. The Editor-in-Chief shall immediately inform the author about this decision. The entire procedure should be completed within nine to thirteen weeks from receiving the manuscript, depending on the number of reviews required. The Editorial Staff shall not be liable for any delays caused by reviewers.

#### **4. Publication Frequency**

The CEJPP publishes individual papers as soon as they are ready at the journal webpage. Twice a year, an issue is completed and published.

#### **5. Open Access Policy**

This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge. Open access fee 400 EUR is charged for accepted papers.

#### **6. Copyright Policy**

The CEJPP applies the Creative Commons Attribution-NonCommercial-NoDerivs license (CC BY-NC-ND 4.0) to the works published. This license was developed to facilitate open access – namely free immediate access to, and unrestricted reuse of, original works of all types. Under this license, anyone may copy, distribute or reuse these articles, as long as the author and original source are properly cited.

#### **7. Privacy Statement**

The names and email addresses entered in the CEJPP online submission system will be used exclusively for the stated purposes of the journal and will not be made available for any other purpose or to any other party.

## **8. Journal Archiving**

Journal content is archived in e-journal preservation service [Portico](#) and in a digital archive of the National Library of the Czech Republic ([Webarchiv](#)).

## **9. Corrections and Retractions**

The CEJPP editors are solely and independently responsible for deciding which articles submitted to the journal shall be published. They are guided by the journal policies and constrained by legal requirements regarding libel, copyright infringement and plagiarism. Published articles should remain extant, exact and unaltered as far as is possible. However, on very occasional circumstances, an article is published that must later be corrected by publishing erratum or corrigendum, retracted or even removed. For such cases, the CEJPP follows the [COPE retraction guidelines](#).