

Guidelines for Reviewers

Editorial Review Policy

The *Germanistische Beiträge* journal depends on the scholarly review process for the selection for publication of quality manuscripts in line with the highest academic standards. Appropriateness for inclusion of an article in the journal is given by the soundness of the article's academic standards, the strength of the body of research endorsing it, novelty and the spectrum of interest of the journal.

Reviewer selection is essential to the review process. Consequently, our choice of peer-reviewers is based on several complex factors, ranging from area of expertise, credentials, availability and willingness to devote time to the fair assessment of manuscripts as well as our previous experience with the individual.

Procedure

All scholarly eligible manuscripts submitted for consideration for publication in the *Germanistische Beiträge* journal are refereed.

***Germanistische Beiträge* uses double-blind peer-review.** After the manuscripts are sent to e-mail address indicated below, they are checked for publication requirements (scientific rigor and adherence to the journal's overarching themes) and then stripped of any information that could betray the authors' identity before being forwarded to **two** independent reviewers from the field of German studies, who can then decide upon accepting the manuscript without revision, accepting it with some revisions, accepting it after major revisions, or, if the criteria for scientific quality are not fulfilled, to reject it altogether. A third reviewer will be called to decide on the matter if the first two reviewers express divergent opinions. The peer-review process is based on a score sheet, in which reviewers are asked to assess the contribution based on content-related criteria such as the topic's actuality, the contribution's relevance for the field, as well as on formal criteria regarding the use of the German language and the critical apparatus. The journal does provide language or technical editing to manuscripts in need, while checking with the authors following the peer review process.

Only manuscripts assessed as likely to meet the *Germanistische Beiträge* criteria upon initial screening are sent for formal review. The review process will typically take between 45-60 days. The referees' comments are forwarded to authors in view of appropriate revision. The referees' comments on rejected manuscripts shall be forwarded to authors upon request.

The identity of the referee is kept confidential and we leave it up to the reviewers to choose whether or not to reveal themselves to the corresponding author. **We reserve the right not to include revised articles that do not fully respond to the alterations suggested by the reviewer.** The final decision regarding publication rests with the EIC (Editor-in-Chief). An accepted manuscript will subsequently be forwarded to the Manuscript Editor for final processing.

Finally a letter of acceptance is sent to the authors, requesting all authors to sign the license to publish form and at this stage submit any final supplementary material required. Authors will be asked to complete and return the online copyright license to publish form on receipt of accepted manuscript. It is a condition of publication in the *Germanistische Beiträge* journal that authors grant an exclusive license to the Editorial Board. Requests from third parties to reproduce articles will be handled with utmost efficiency in the best interest of our contributing authors and of the wide dissemination of knowledge. In assigning the license, authors may use their own material in other publications provided that the journal is acknowledged as the original place of publication, and the Editorial Board is pre-notified in writing.