



Guidelines for Reviewers

1. DUTIES OF REVIEWERS

1.1. The role of reviewer

Peer review assists the editor-in-chief in making editorial decisions. The reviewer may also – through editorial communication with the author(s) – help improve the quality of submitted manuscripts.

The reviewer should evaluate submitted manuscripts in a critical but constructive way and make a list of detailed comments and suggestions regarding the research itself and the way it is presented in the manuscript. Reviewers should also identify relevant published work that has not been cited by the author(s) and warn the editor-in-chief of possible cases of plagiarism, copyright infringement, etc. Finally, the reviewer should advise the editor-in-chief on whether or not a given manuscript is suitable for publication in *Libri & Liberi*.

1.2. The peer review process

Reviews should be conducted objectively and strictly on scholarly grounds. Reviewers are expected to express their views in a clear and constructive way, and support them with arguments. Inappropriate comments and personal criticism are deemed unacceptable.

1.3. Promptness and conflict of interest

Invited referees who feel unqualified to review a given manuscript or are aware that its timely review will not be possible should immediately notify the editor-in-chief.

Reviewers should excuse themselves from reviewing manuscripts in which they have conflicts of interests and should notify the editor-in-chief if such a case occurs.

1.4. Confidentiality and disclosure

Manuscripts received for review must be treated as confidential documents. The reviewer must not show or discuss the manuscripts with others, except with special permission from the editor-in-chief. Content presented in the submitted manuscripts must not be publicly disclosed, used for one's own research, or used in any other way.