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1. Each and every submitted manuscript is anonymously assessed by two reviewers.
2. Manuscripts are forwarded for review by the Editorial Secretary.
3. Reviewers **may not** be affiliated with the same organisational unit as the author.
4. The list of reviewers is published annually on the journal's website.
5. The decision on publication is taken by the Editorial Department following the receipt of the reviews.
6. It may happen that a manuscript will only be published provided that the author implements changes suggested by the reviewers.
7. No manuscript can be published where the author or co-authors do not retain full copyright ownership and moral rights over their manuscript or where a manuscript infringes upon personality rights of third parties.
8. The Editorial Secretary informs the author about the decision on publication.