# Review process

*Przestrzeń Społeczna (Social Space)* operates within an anonymous peer-review process in which the reviewer's name is withheld from the author and the author's name from the reviewer. Each manuscript is reviewed by at least two referees. All manuscripts are reviewed as rapidly as possible. An editorial decision is made in the same way.

The peer-review and publication in the scientific journal *Przestrzeń Społeczna (Social Space)* is a six-stage process involving its scientific discussion.

In the first stage, an original manuscript is submitted electronically to the Managing Editor who formally checks the submitted manuscript. (S)he evaluates whether the manuscript is within the journal's scope, whether it meets a basic social science quality, and whether its size exceeds 15 MB. If it does not comply with these requirements or if the manuscript does not assure the author's anonymity, lacks any necessary section (an English-language abstract of a proper length, key words, references), or the reference to literature is misidentified with footnotes or the first person is used in narration (except for commentaries and essays), the manuscript is returned to the author without being reviewed.

In the second stage, the Managing Editor removes identifying information from the text and adds the date of submission in the end of the manuscript. (S)he submits it to the Editor-in-Chief to determine two suggested referees with competence in the subject field of the manuscript and its language (Polish or English). These referees are then asked to review the manuscript.

In the third stage, two anonymous referees read and assess the manuscript with supplemental materials, if provided. If both referees' advice is neither to "reject" nor "publish as it is", the manuscript is sent to the author for "minor" or "major" revision. If the two referees' advice diverges, a third referee is engaged.

In the fourth stage, after the author's resubmission, the author's revision and comments to referees' notes are verified by the Managing Editor, and the referees if necessary. At this stage, the Author has no right to publish his/her text elsewhere even if (s)he does not accept the editorial corrections and withdraws the text from publication.

In the fifth stage, on the basis of the Managing Editor's report, the Editor-in-Chief makes a decision to publish the text. After final acceptance the manuscript is typeset by the publisher, proofread by the author, and published immediately online as a discussion paper on the *PS(SS)* website. In this stage, texts are placed in the current issue of the journal in the order they were submitted. Public accessibility, archiving and citability are guaranteed from this moment on. From this point on it is not possible to withdraw the text from the journal.

In the sixth stage, the issue is finally structured and closed, and final pagination is attributed to individual papers. The date of resubmission is changed accordingly. In this version texts include two dates: (1) received and (2) revised.