

Editorial board

*PORTAL* Annual academic journal of the Croatian Conservation Institute

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## **INSTRUCTIONS FOR REVIEWERS**

### **Reviewer information**

Name and surname:

OIB/National identification number:

Phone:

email:

Address:

Address of permanent or temporary residence reported to the Tax Administration:

Giro account IBAN, bank:

Registered for VAT: YES - NO (if YES, enter VAT number)

Member of a professional association: YES - NO (if YES, attach a certificate for the current year)

II pillar of pension insurance: YES - NO

Scientific / teaching / expert title/rank:

Registration number in the register of researchers:

Status for determining contributions:

A) as an independent artist, I pay income tax after deduction and I pay contributions on my own. For the purpose of proving my status, I enclose a decision of the Tax Administration;

B) as a member of the Croatian Freelance Artists' Association, contributions are paid from the State Budget of the Republic of Croatia and for the purpose of proving my status I enclose a decision of the Tax Administration or a certificate of the Croatian Freelance Artists' Association with a statement on contributions;

C) my contributions are not paid from the funds of the State Budget of the Republic of Croatia, I do not keep business books as an independent artist and I do not pay contributions independently on any basis.

### **Paper title:**

### **Review:**

After accepting a paper for review, contact the editor for any additional information. If there is a potential conflict of interest, notify the editor.

The reviewer's opinion helps the editor and the editorial board to categorize and impartially evaluate the scientific and professional content of the paper. The final decision on the categorization and acceptance of a paper for publication is made by the editor-in-chief.

In writing the review, it is necessary to evaluate the presented theses and offer suggestions that would improve the quality of the paper. The review should be tailored to the following questions:

Is the topic of the paper in accordance with topics covered by the journal?

What is the scientific contribution of the paper?

Does it bring new scientific knowledge / interpretations of scientific knowledge / theoretical solutions?

Is the topic clearly stated and does it have a good structure?

Does the paper have a good ratio of text to visuals?

Does the summary (to be published in a foreign language) cover all the information important for understanding the content of the paper?

Does the author of the paper refer correctly to all previous research related to the same topic?

Does the author cite all relevant bibliography?

Are the notes accurate in citing the bibliography and sources referred to by the author?

**Changes, suggestions, remarks for the author of the paper:**

Should the author make some changes to their article (revise / supplement / abbreviate)?

Please use the Track changes tool to enter suggestions and remarks in the text of the paper.

**Category:**

- Original scientific paper (contains unpublished results of original research in full)
- Preliminary notification (contains unpublished results of original research in preliminary form)
- Review article (contains original, concise and critical review of one area or its part)
- Professional paper (contains useful contributions from the profession and for the profession, does not have to be original research)

**Suitability for publication:**

- Accept
- Accept with minor changes
- Modify and re-review
- Refuse

**Review Date:**

**Signature:**

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