

## Double-Blind Peer Review Guidelines

The manuscripts received for publication in the *Annals of West University of Timisoara – Law Series* will be revised using the „**double blind**” **peer review** system, respecting international standards of scientific journals. Any article submitted for publication will be reviewed by at least two reviewers with a national and international reputation in legal sciences. Also, both the reviewers and author identities are concealed from the reviewers, and vice versa, throughout the review process.

To facilitate this, authors need to ensure that their manuscripts are prepared in a way that does not give away their identity. To help with this preparation please ensure the following when submitting to *Annals of West University of Timisoara – Law Series*: submit the **Title Page** containing the Authors details and **Blinded Manuscript** with no author details as 2 separate files.

### Information to help prepare the Title Page

This should include the title, authors' names and affiliations, and a complete address for the corresponding author including telephone and e-mail address.

### Information to help prepare the Blinded Manuscript

Besides the obvious need to remove names and affiliations under the title within the manuscript, there are other steps that need to be taken to ensure the manuscript is correctly prepared for double-blind peer review. To assist with this process the key items that need to be observed are as follows:

- Use the third person to refer to work the Authors have previously undertaken, e.g. replace any phrases like „as we have shown before” with „... has been shown before [Anonymous, 2007]”.
- Make sure figures do not contain any affiliation related identifier
- Do not eliminate essential self-references or other references but limit self-references only to papers that are relevant for those reviewing the submitted paper.
- Cite papers published by the Author in the text as follows: „[Anonymous, 2007]”.
- For blinding in the reference list use: „[Anonymous 2007] Details omitted for double-blind reviewing.”
- Remove references to funding sources
- Do not include acknowledgments
- Remove any identifying information, including author names, from file names and ensure document properties are also anonymized.

The evaluation of the articles is done by the members of the Editorial Board together with external reviewers of the *Annals of West University of Timisoara – Law Series*. At the end of the double-blind peer review, if necessary, the authors will receive recommendations and observations to improve the quality of their paper's content. It is possible to refuse publication of the article, according to the proposal made by reviewers, considering the unsatisfactory level of scientific content and non-compliance with academic ethics according to unanimously recognized standards in the field of legal research. In case of copyright violation/plagiarism, the entire responsibility lies with the author of the article and the manuscript will be rejected or a published article will be retracted.