

# The Review Process

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Once the manuscript has been submitted, the editorial board will check whether the article fits the journal's profile, whether it has a place in the Hungarian and international academic discourse, and whether its scholarly treatment and use of language meet the journal's criteria. Should any the article be deemed unsuitable in any of these regards, the board will inform the author that their manuscript has been rejected. In such cases there is no opportunity for further review.

Manuscripts which meet these criteria will be subjected to a process of peer review. This will be a double-blind peer review, in which the editor-in-chief and the editor will approach individuals who are familiar with the research focus in question to assess the manuscript. Peer reviewers may not know the identity of the author(s), nor may the author(s) know the identity of the peer reviewers. When considering whether to accept or decline this request, peer reviewers will consider their level of expertise in the research area addressed by the article they have been sent, whether reviewing it would give rise to any conflict of interest, and whether they can complete the review by the deadline provided. They will then inform the journal's editor-in-chief or editor of their decision. If the individuals approached are unable to undertake to provide a peer review, they may recommend other reviewers, if it is in their power to do so.

At the meeting of the editorial board, every participant will be given an opportunity to state their opinion as to whether the article should be published and to suggest alterations to it (this may be done by email, if the individual cannot be present). Following their discussion, the editorial board will adopt a collective position as to the following: whether the piece of writing in question can be published; in which issue it can be included, given any requested alterations and the size of the articles amassed at that point; and whether there is a need for changes to be made and exactly what the nature of these should be. After the meeting, one member of the editorial board will inform the author of the outcome of the meeting by email within one week.

The author will generally have 2-4 weeks to make the alterations suggested by the editorial board. A member of the editorial board will see the author through this process and be available to answer their questions. The finalised manuscript, which will satisfy the journal's criteria in both form and content, will be approved by the board. After this, one of the journal's editors will make any further corrections and alterations to the manuscript as required. Then the manuscript, which by this stage will have been peer reviewed and edited for content and language and adjusted to meet the journal's standards, will be returned to the author for checking. When the author has approved it, the article then goes to the proofreader, who may require further corrections. Once the author and the member of the editorial board entrusted with editing the manuscript have approved it, the manuscript will go to the typesetter. The typeset version must be approved one last time by the author and the editor; only after this will it be printed.

The review process takes an average of 3-6 months. Authors will, in every case, be informed when they can expect their manuscript to be published after the journal's quarterly meeting.

The time taken from submission of the manuscript to its publication, including the board's decision, approval and editing is a minimum of 3-6 months, but it can be twice as long as this.