



### Peer Review Policy

of the *Scientific Journals of the West Pomeranian Business School – Academy of Applied Sciences “FIRMA i RYNEK”* (hereinafter referred to as “Firma i Rynek”)

The peer review procedure applied in the journal “Firma i Rynek” complies with the recommendations set out in the document *Good Practices in Peer Review Procedures in Science*, issued by the Ministry of Science and Higher Education in 2011.

Submitted manuscripts undergo an initial formal assessment by the Editorial Office. After an article is deemed consistent with the journal’s profile and compliant with the requirements specified in the Instructions for Authors, the Editor-in-Chief appoints reviewers who are specialists in the field relevant to the submitted manuscript.

1. Each publication is reviewed by at least two independent reviewers.
2. In the case of manuscripts prepared in a foreign language (English or German), at least one reviewer must be affiliated with a foreign institution outside the author’s country of origin.
3. The peer review process is conducted in accordance with the principles of confidentiality and follows a double-blind review procedure. Reviewers and authors remain anonymous to each other.
4. No conflict of interest may exist between the reviewer and the author of the manuscript. A conflict of interest is understood in particular as:
  - direct personal relationships (e.g. kinship, legal relationships, personal conflict), professional dependency relationships,
  - direct scientific cooperation within the two years preceding the preparation of the review.
5. The review is conducted in written form and concludes with an explicit recommendation to:
  - accept the article for publication,
  - accept the article conditionally, subject to the implementation of indicated revisions,
  - reject the article.

The reviewer prepares the evaluation using the applicable review form.

6. The evaluation criteria include, in particular:
  - correct definition of the research problem,
  - formulation of research hypotheses,
  - applied research methodology,
  - presentation and analysis of research results,
  - conclusions,
  - recommendations.
7. Detailed rules for the acceptance or rejection of publications are available on the website of the *Scientific Journals of ZPSB – Academy of Applied Sciences FIRMA i RYNEK*.
8. The names of reviewers of individual publications are not disclosed.
9. The Publisher reserves the right to publicly disclose a collective list of cooperating reviewers.

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