

INSTRUCTIONS FOR AUTHORS

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Manuscripts must be submitted by one of the authors of the manuscript, and should not be submitted by anyone on their behalf. The submitting author takes responsibility for the article during submission and peer review. Submission of a manuscript to Studia Universitatis Babeş-Bolyai implies that all authors have read and agreed to its content.

Peer-Review Process

Studia UBB has adopted the *double-blind peer review* system. The guest editor(s), together with the journal's editor(s) in charge of the special-themed issue, first select the submissions according to their relevance to the topic. Submissions passing the initial editorial screening enter the double-blind peer review process. As a rule, this involves the anonymous evaluation of each submission by 2 external referees (from outside both Babeş-Bolyai University and the institution to which the author of the article is affiliated) identified as specialists in the respective academic area.

The review of the submissions is done:

- through elaborate comments on the text, which allow the reviewers to freely and constructively express their suggestions, criticisms, and appreciations.
- by filling the peer-review form that evaluates the following aspects:
 - the clarity of the title and its appropriateness to the content of the manuscript,
 - the way in which the abstract captures the content of the manuscript,
 - whether the introductory section outlines the relevance of the article for the given field, offers a good overview of previous studies on the same topic, and presents a clearly formulated thesis,
 - whether the paper has a solid and well-informed theoretical background, relevant for the analysis/ argumentation,
 - the originality of the paper and the significance of its contribution to the field,
 - how the concluding section summarizes the results and the consequences/implications,

- the quality and relevance of references,
- appropriate citation and referencing,
- stylistic and grammatical accuracy.

The reviewer's decision materializes in one of the three possible recommendations, namely: acceptance in the initial form, conditional acceptance (minor/ moderate/ major changes in form, style and/or content), or rejection. In the event of significant discrepancy between the recommendations of the two reviewers, a third specialist is called upon to assist in the final decision of publication or rejection.

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Summary and keywords must be in English. Authors for whom English is not a native language must have their manuscripts reviewed by a colleague who is fluent in English before submitting their manuscripts.

The **Title** should be informative but not longer than 15 words. Please supply a short title of up to 70 characters.

Name of the author(s). Give the full author(s) name(s). Institutional affiliation, ORCID and e-mail addresses must be keyed for each author. In case of more than one author, please indicate the email of the correspondent author.

Abstract & Keywords. The abstract (not exceeding 250 words) must be written in English, outlining concisely the main findings and major conclusions of the paper. Literature citations and figure references should not appear in the abstract. Include up to 8 keywords beneath the abstract for indexing purposes.

Text. Manuscripts should be typed (single spacing) on A4 paper (21 x 29.7 cm) leaving a margin of 4.5 cm all around. Authors should use IUGS terminology and metric units. All pages should be numbered consecutively; illustrations and tables must be incorporated into the text or at the end of manuscript, with a list of illustrations or an appendix (for tables).

Book reviews should contain the name of the author and book reviewed, place of publication, publisher, year of publication, number of pages and illustrations if the case, and ISBN number. Book reviews would normally be maximum 1,000 words in length.

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Preparing to Submit

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All Authors

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Affiliations, ORCIDs and e-mail addresses

E-mail address (for Corresponding Author)

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Abstract (you can copy and paste this from your manuscript)

Manuscript files in Word format

A short Cover Letter

After preparing your manuscript make sure to send all the following documents to the *Studia UBB*:

-Filled and signed *Publishing Agreement*,

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-The article or review in Word format, following the **INSTRUCTIONS FOR AUTHORS** guide.