

# Reviewing Process

## Overview Reviewing and Editing Process

1. When you send your article to the Honours Review, an Organizational Officer will revise it and either fully accept it, conditionally accept it, or reject it. You will be immediately informed of this.
2. If a teacher has sent the article, the Organization Officer will ask for the contact information of the author and immediately contact him or her and inform about the decision on the article.
3. A fully accepted article will be assigned to one of the Editors and the review process will start.
4. A conditionally accepted article will be sent back to the author and some corrections will be requested before entering the review process. These corrections are commonly related to the word length, the referencing style, or main writing problems (e.g. improving the organization of the paragraphs).
5. Once in the review process, the article is checked for grammar and vocabulary, deepness of ideas, flow of text, and strength of the conclusions. The Reviewer will comment on all these aspects along the text and if necessary make some corrections to exemplify what a correction means. All changes will be traceable and comments would be made available.
6. The article is then sent back to the author by the Organization Officer in charge to be corrected. Please pay attention to this correction process as this is your chance to make changes in your article; if you are having difficulties accepting one of the comments on account of it changing the point of your essay or your style of writing, this is the time to let us know. Mark all your changes either with track-change or by marking it appropriately.
7. Once modified, the article is sent back to the Honours Review and assigned to an Editor, who will modify the piece directly over the text to adjust it to the Honours Review style (again, changes are traceable).
8. The article is then sent back to the author for his/her overview. Given that the reviewing process was completed successfully, these comments should not be too fundamental. Notice that this time the corrections are not negotiable. Unless there is a crucial point or specific comment that bothers you please notify us; however, if the comments that you object to are felt to be crucial by the editor, the article will not be published.
9. The final product is sent to an expert (RuG Professor) for final facts check-up. If necessary, corrections are done by the Editor. If major mistakes in the facts have been made (e.g. naming characters that were not present at certain historical event), the piece will be sent back to the author to ask for clarification of the error.
10. If accepted by the expert, the final piece is sent to the author for overview and assigned to the next Honours Review publication time.

## Review criteria

After submitting your article, it is our standard policy to review articles on the basis of five criteria, including originality, interdisciplinarity and scientific quality, structure, writing style and overall judgment and general suggestions for improvement. We will here shortly explain what points we will be looking at, so you as an author know what your article is reviewed on.

### *Originality*

It goes almost without saying that the first criterion denotes these outstanding qualities that make an article exceptional or even novel. The *Honours Review* aspires to offer new and interesting insights to its readers, for example by crossing the border of disciplines. Any submitted article should reflect such an ambitious stance. This does not, however, imply that we do not publish papers that primarily compile already existing material. In our opinion, it is perfectly acceptable to sample secondary sources. A necessary component for an article to get published is nonetheless critical thinking and reflection. One should not merely copy material but critically reflect upon it. Also the latter can thus be considered original.

### *Interdisciplinarity and scientific quality*

All articles are assessed on interdisciplinarity and scientific quality, as those are two pillars of the *Honours Review*. Concerning interdisciplinarity, we look for articles that traverse disciplinary boundaries and are comprehensible for a broad academic public. The scientific quality is assessed on a clear research question, a sound scientific argumentation, a good representation of the scientific field and proper referencing. To ensure the scientific quality, the second round of reviewing always includes an expert of the panel of consultants (Honours College teachers).

### *Structure*

The next criterion is targeted on the composition or organization of the argument. A self-evident means to attain compositional coherence is to rely on an overall structural framework, which for instance could be chronologically or logically (causally etc.) motivated. Useful building blocks are often transitional words or phrases that signal for example sequences, contrasts, or effects. The author(s) are allowed to include extensive elaborations in info boxes, which will be published alongside the core text. These info boxes can provide insight into, and explanation of disciplinary concepts, or, when an article is more generally written, more in-depth information on concepts for those readers who would like to know more.

### *Writing Style*

This criterion is focused on the quality of the actual writing, yet irrespective of content. Needless to say, a submitted article should also be properly formulated with regard to grammar, spelling, and punctuation issues.

### *Overall Judgment and General Suggestions for Improvement*

In the final section of the checklist the reviewers argue on what basis they deem an article is publishable or not.

Keep in mind that your article may be rejected even though it answers all the above criterions. This is due to the fact that often there is more than one article on the same topic and the number of publications is, at the end of the day, limited. In such a case your article might be kept on hold until the next issue, in which case you will be asked before the next publication whether you are still interested in publishing your essay.

## Publication of articles

Concerning publishing the papers, the *Honours Review* has the right to reject and revise papers, in consultation with the Council of Experts. Every article received is checked for issues concerning intellectual property and plagiarism.

## Consent

If you send an article to the *Honours Review*, you thereby give permission to the Editorial Board to publish your article on the website and/or the paper journal. If a teacher sends your article, you will always be asked for permission before publication of your article.