

## REVIEW PROCEDURE FOR SUBMITTED ARTICLES

Articles submitted for publication in TVNM are assessed in a double-blind peer review procedure, in which the identity of both author and reviewer are concealed. The General Editor of the journal mediates all interactions between reviewer(s), editor(s) and author(s).

For the purpose of peer review, all submitted files should be anonymized. The name of the author(s) should not appear anywhere in the submission, nor in any supplementary files. A separate title-page file should be submitted, including the author's correspondence details, affiliations, and any acknowledgements.

The Editorial Board will determine whether a submitted article is suitable for inclusion in TVNM. If it is deemed thematically acceptable, it will be submitted to peer reviewing.

Based on the peer review report(s), the Editorial Board will decide whether to accept the article outright, ask for revisions, or decline to publish it. If the decision is to accept or ask for minor revisions, one of the members of the Editorial Board will read the article and send a version with editorial queries to the author. Once these have been addressed to the satisfaction of the Editorial Board, the article will enter copy editing. If major revisions are required, the author may first be asked to submit a revised version, which may be read again by one or more of the peer reviewers to verify the changes.

Peer reviewers will commit to remaining unbiased in their assessments and provide professional critique in a constructive manner. Review reports should be 1-2 pages in length and offer substantial reasons for accepting or not accepting a given article for publication. Reviewers are required to follow the ethical guidelines for peer reviewers as formulated by the Committee on Publication Ethics (<https://doi.org/10.24318/cope.2019.1.9>).

### *Confidentiality*

Peer reviewers, authors and the Editorial Board of TVNM will treat all manuscripts and communications related to peer review work as strictly confidential. The Editorial Board of TVNM reserves the right to edit peer reviews for tone, clarity, and concision, and for the protection of the reviewer's anonymity.