

Information on the Acceptance Procedure of the Journal Article for the Authors of Journal of Sociotherapy

The editorial staff accepts journal articles which correspond to the journal profile. The submitted article shall be intended exclusively for publication in the *Journal of Sociotherapy*. The number of articles submitted by one author is limited to two articles per year. If a special issue is to be published, the number of articles for submission will be increased.

Manuscript Proposal and Editorial Procedure

The journal article is defined for the purpose of the journal as a research or rather synoptic paper (theoretical, synthesizing, historicist, etc.). A prerequisite for inclusion of a journal article in the peer review process is **the systematic work with relevant sources in the text, the clarification of the research methodology and the presentation of the findings with regard to the research objective.** These aspects are considered by two independent reviewers in the peer review process.

Due to the professional and highly specialized nature of the journal, **texts containing an applicability dimension are preferred in addition to the above-mentioned aspects, where the authors clarify relevance of their findings in the context of sociotherapy in social work.** This is considered during the peer review process as the so-called subject adequacy of the article executed by editor-in-chief and editor.

Manuscripts shall be compiled with regard to the required structure of the abstract (i.e. aims, theoretical background, methods, results and implications for sociotherapy in social work).

The double-blind peer review process is executed by two independent reviewers. The articles are assessed in terms of content and form. In case of need, the article may be returned to the author for completion or rework. On the basis of the reviews, the editorial board will decide whether to accept or reject the manuscript. **In cases of dispute, the entire editorial board shall decide.** Two copies of the manuscript are sent to the editorial staff by email. One copy shall not contain any data that could lead to the identification of the author. The author sends the other copy in a complete version.

Editorial Decision on Journal Article

The author shall be informed about the outcome of the publication procedure (the assessment of subject adequacy and review procedure) no later than **eight months** following the date of submission of the article. During the peer review process, the author receives four feedbacks: **acceptance of the manuscript, assessment of subject adequacy, the reviewers' approval, and inclusion in the issue.**