

Publishing policy of Annual of Natural Sciences Department

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Manuscripts for publication in the Annual of Natural Sciences Department are accepted:

by mail to the address:

Department "Natural Sciences"

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Montevideo Str. 21

1618 Sofia

- by e-mail to the Annual of Natural Sciences Department

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The Editorial Board adopts the principles of the Committee on Publication Ethics (COPE) and is guided by the COPE Principles of Openness and Best Practices in Scientific Publishing and the COPE Code for Editors of Scientific Journals.

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All manuscripts are reviewed, and research materials are subject to anonymous evaluation within four to six weeks. Reviewers can be members of the editorial board or external.

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All manuscripts are reviewed, and scientific research materials are subject to anonymous evaluation within four to six weeks. Reviewers may be members of the editorial board or invited external scholars in compliance with the policy to avoid and treat conflicts of interest. Each manuscript submitted for publication in the Annual of Natural Sciences Department is screened for plagiarism, duplication and re-use of texts before being submitted for initial editorial review and review.

The Annual of Natural Sciences Department implements two review systems:

- unilateral anonymous review, which guarantees the anonymity of reviewers and authors

- system of overt evaluation that allows the reviewer to choose whether to remain anonymous or to disclose the name and review, along with the published work. The reviewer may allow his name to be announced or remain anonymous and his review publicly available.

Reviewers follow the Review Policy of the Annual of Natural Sciences Department, the Ethical Guidelines for COPE Reviewers, and the Policy for Avoiding and Treating Conflicts of Interest when evaluating publications for the Annual of Natural Sciences Department.

Submitting a manuscript means that:

- the manuscript has not been published, is not being prepared for publication elsewhere and will not be sent to another publication unless it is refused or withdrawn;
- the author (s) agree with the necessary checks for originality that the manuscript may undergo during the editorial review, peer review and production processes.

In the first stage of the process of publishing manuscripts, an initial decision is made as to whether it is suitable for publication in the Annual of Natural Sciences Department. Manuscripts that are incompatible with the editorial goals of Annual of Natural Sciences Department, or do not comply with the requirements, will be rejected at this stage.

A manuscript that has passed the first stage of an editorial review is sent in an appropriate form (depending on the author's preferred peer review model (hidden or overt) to at least one reviewer at the discretion of the editorial team. After evaluating the manuscript, the reviewer sends a completed Review Form, with recommendations, to the editorial board. Reviews based on the Review Policy of the Annual of Natural Sciences Department are prepared within 14-28 days. The evaluation period takes a maximum of four to six weeks.

When the review of the manuscript is completed, the comments of the reviewers and editors are sent to the author, together with the editorial decision. Authors may need to make adjustments or substantially change the content and resubmit the manuscript, along with their comments, to reviewers for further evaluation. Accepted manuscripts are still subject to editorial review and evaluation.

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