

Peer Review

1. Quality Assurance - Peer Review Procedure

In order to guarantee the quality, topicality and relevance of our scientific publications, Holzhausen Scientific Publishing submits the manuscripts received - pursuant to the regulations of the FWF - to an international assessment process. This assures the adherence to scientific standards and guarantees the quality, with regard to content as well as form, of the works.

In the context of the "Press Certification" by the FWF, a scientific advisory board is established which lends its support to the publishing company as an independent advisory board for the selection of reviewers. The Scientific Advisory Board consists of international experts in the respective disciplines. For each discipline (ancient studies, historical studies, artistic studies, literature- and linguistic studies, philosophy, theology and cultural studies, sociological studies etc.) at least three scholars are nominated to be members of the scientific consulting committee. The committees are appointed for an active period of five years, with the possibility of a one-time extension from the side of the press or the editors. The Scientific Advisory Board submits the submitted summaries to a first screening. If this procedure results in a positive decision, the Board names in the next step potential peer reviewers who might be considered as referees for the respective manuscript. This recommendation is binding for the press. The Scientific Advisory Board names, according to opportunity, four experts. Subsequently, the first two named experts are contacted by the press and requested to undertake the review of the relevant manuscript. If the first two reviewers are unable (due to time constraints or other reasons) to undertake the review, the other two named experts are approached. As potential peer reviewers, international experts from each of the disciplines are exclusively consulted.

2. Guidelines for the Selection of Reviewers

The following guidelines are observed, in order to secure the impartiality of the evaluation and to exclude a reciprocal professional, financial or personal obligation or bias:

- Author(s) and reviewer(s) may not be active in the same country
- Only scientists who are not active in Austria may function as reviewers
- If reviewers have been active in Austria in the past, they may only act as reviewers after an absence of at least five years from Austria
- There may not have been any collaborative work (research project, publication, common activity in the same research institution) between the author and the reviewer during the preceding five years
- The submitters may produce a negative list of possible reviewers, who inherently represent other scientific viewpoints and are therefore considered to be biased or prejudicial
- Between reviewer and submitter (including co-workers) no other professional or personal close relationship may exist, which could raise the suspicion of conflict of interest or prejudice amongst uninvolved third parties
- Additional information regarding the reviewing process:

www.fwf.ac.at/de/forschungsfoerderung/antragstellung/selbststaendige-publikationen

3. Process - Formal Contract

At least two experts are requested to produce scientific evaluations and to deliver these to Holzhausen Scientific Publishing. If the peer reviewers and proofreaders recommend no revisions, then the acceptance for publication, proofreading, production, printing and distribution will be fixed in a contract. If the peer reviewers and/or proofreaders recommend revisions, or if points of criticism have been expressed, the authors will be informed about these. Only after the work has been revised, or the corrections have been incorporated, will the acceptance for publication be made.

4. Habilitations and Dissertations

For habilitations and dissertations, a copy of the first and second reviews of the advisor is requested. For publication in the framework of the series "Habilitations" and "Dissertations", works with the evaluation "Summa cum laude" and "Magna cum laude" are preferred. For works from the field of natural sciences and economic sciences, an application-oriented reference is determinative. The quality assurance in the series "Habilitations" and "Dissertations" occurs equally by means of an international peer review process, corresponding to the quality criteria in Point 1 and in accordance with the peer review guidelines of the FWF.

5. (Foreign language-)Proofreading

Proofreading and copy editing of scientific publications is compulsory. Here the publisher works exclusively with qualified experts from the respective areas of research.

6. Open Access & Licensing Models

Every "independent publication" sponsored by the FWF is published simultaneously by the press in "Open Access", which guarantees the further use and dissemination of contents. The sponsored publications are made available simultaneously to the FWF-E-Book-Library, and are provided with a DOI (Digital Object Identifier). The valid Creative Commons License for the publications sponsored by the FWF: "Attribution 4.0 International (CC BY 4.0)". Additional information regarding the Open Access Policy of the FWF can be found [here](#).

7. Contact and Manuscript Submission

For questions and for issues regarding submission of manuscripts, our publishing house is gladly at your disposal via E-Mail or by telephone (0043/1/740-95-184).