REVIEW Procedure for articles submitted to the quarterly "Transactions of the Foundry Research Institute"

The decision to accept for printing the submitted text is taken within the time of about 4 weeks and shall be based on transparent REVIEW standards, comprising the following steps.

1. Formal evaluation conducted by the Editorial Board. The author is informed of the initial acceptance and submission of the article to reviewer or rejection.
2. Giving an editorial number to the article, which will be used in the later stages of the procedure.
3. Transfer of anonymous (i.e. identified by number only) text of the article to two competent reviewers, one of them is a foreign reviewer. The Reviewers are given a Review Form. They also agree not to use the knowledge comprised in the text to be reviewed prior to its publication.
4. After receiving a review the editors inform the Author of the result and forward any comments or suggestions for improvement of the text. The Author within 1 week is required to incorporate the reviewers comments and make the suggested improvements.
5. The decision regarding the submitted text can be the following:
   - "Accepted Unconditionally" – the work can be published without changes or after correcting some minor faults.
   - "Accepted Conditionally" – the work can be published in the event the Author(s) improve the text following the reviewers' comments and suggestions; re-reviewing is not required, only the Editor's acceptance.
   - "Rejected" – the article in its present form is not suitable for publication. The Author can resubmit the article after introducing some major improvements and revising it thoroughly and carefully following the Reviewers' or Editor's suggestions.
6. If the Reviewers do not report any objections, or if the Author complies with the submitted substantive and procedural recommendations, the Editors ultimately approve the text for printing, and then subject it to an editorial and linguistic verification.

These guidelines are valid from January 2012.