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## OVERVIEW OF THE EDITORIAL PROCESS

For detailed submission guidelines please refer to the Instructions for Authors or contact the Managing Editor of the journal.

### Submission

Each manuscript should be accompanied by a cover letter which should explicitly state that the authors have the authority to publish the work and that the manuscript (or one with substantially the same content, by any of the authors) has not been previously published in any language anywhere and that it is not under simultaneous consideration by another journal. All authors of the manuscript are responsible for its content; they must have agreed to its publication and have given the corresponding author the authority to act on their behalf in all matters pertaining to publication. The corresponding author is responsible for informing the co-authors of the manuscript status throughout the submission, review, and production process.

### Authorship

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Those who do not meet that criterion should be acknowledged (see Instructions for Authors). It is the sole responsibility of contributors to determine the authors of the manuscript submitted to the journal.

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The authors' request for addition or removal of an author should be properly justified. Please note that a change in authorship (order of listing, addition or deletion of a name, or corresponding author designation) after submission of the manuscript will be implemented only after receipt of signed statements of agreement from all parties involved (all listed authors and the author to be removed or added). The final decision regarding the authorship changes is in the hands of the Editorial Office of *REVAC*.

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Each manuscript after uploading to the [Editorial Manager submission system](#) receives an individual identification code that is used in all correspondence regarding the publication process. However, a submission may be declined by the Handling Editor (Managing Editor) without review if the studies reported are not sufficiently novel or important to merit publication in the journal. Manuscripts deemed unsuitable (insufficient originality or of limited interest to the target audience) are returned to the author(s) without review. The Managing Editor may appoint an Editor, with expertise in the relevant field, who is fully responsible for further handling the manuscript and an ultimate decision about its acceptance/rejection.

**Choice of reviewers**

The Editor seeks advice from experts in the appropriate field. Research articles and communications are refereed by a minimum of two reviewers, review papers by at least three.

**Suggestions from authors**

Authors are requested to suggest persons competent to review their manuscript. However, please note that this will be treated only as a suggestion, and the final selection of reviewers is exclusively the Editor's decision. The authors' names are revealed to the referees, but not vice versa.

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- significance to the field, potential impact of the work, conceptual or methodological advances described,
- study design and clarity,
- substantial evidence supporting claims and conclusions,
- rigorous methodology.

If a manuscript is believed to not meet the standards of the journal or is otherwise lacking in scientific rigor or contains major deficiencies, the reviewers will attempt to provide constructive criticism to assist the authors in ultimately improving their work. If a manuscript is believed to be potentially acceptable for publication but needs to be improved, it is invited for reconsideration with the expectation that the authors will fully address the reviewer's suggestions.

Once all reviews have been received and considered by the Editor, a decision letter to the author is drafted. There are several types of decisions possible:

- Accept without revision,
- Minor revision,
- Major revision,
- Reject.

**Revised manuscript submission**

When revision of a manuscript is requested, authors should return the revised version of their manuscript as soon as possible. Prompt action may ensure fast publication if a paper is finally accepted for publication. If it is the first revision of an article, authors need to return their revised manuscript within 28 days. If it is the second revision authors need to return their revised manuscript within 14 days. If these deadlines are not met, and no specific arrangements for completion have been made with the Editor, the manuscript will be treated as a new one and will receive a new identification code along with a new registration date.

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In any of these cases all coauthors will be informed about a retraction. A Retraction Note detailing the reason for retraction will be linked to the original article.

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## ETHICAL POLICIES

For all parties involved in the act of publishing (the author, the journal editor(s), the peer reviewer and the publisher) it is necessary to agree upon standards of expected ethical behavior. The ethics statements for this Journal are based on the [Committee on Publication Ethics \(COPE\)](#) Best Practice Guidelines for Journal Editors. Submission of a manuscript to De Gruyter journal implies that all authors have read and agreed to its content and that the manuscript conforms to the journal's policies.

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Manuscripts containing information related to human use should clearly state that the research has complied with all relevant national regulations and institutional policies and has been approved by the authors' institutional review board or equivalent committee. These statements should appear in the Experimental Procedures section (or for contributions without this section, within the main text or in the captions of relevant figures or tables). Copies of the guidelines and policy statements must be available for review by the Managing Editor if necessary. The editors reserve the right to seek additional information or guidance from reviewers on any cases in which concerns arise.

Clinical investigation with human subjects must have been conducted by following the tenets of the [Helsinki Declaration](#). For manuscripts reporting experiments involving human subjects, authors must identify the committee or review board approving the experiments, and provide a statement indicating approval of the research.

**Consent**

Our human participant policy conforms to the Uniform Requirements of the [International Committee of Medical Journal Editors](#). Patients have a right to privacy that should not be infringed without informed consent. Identifying information (patients' names, hospital unit numbers) should not be published unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Information about the signed form of informed consent obtained from participants should appear as an appropriate statement in the published article. We encourage authors to submit a sample of a patient consent form and may require submission on particular occasions.

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Manuscripts containing information related to animals' use should clearly state that the research has complied with all relevant national regulations and institutional policies and has been approved by the authors' institutional review board or equivalent committee. These statements should appear in the Experimental Procedures section (or for contributions without this section, within the main text or in the captions of relevant figures or tables). Copies of the guidelines and policy statements must be available for review by the Managing Editor if necessary. The editors reserve the right to seek additional information or guidance from reviewers on any cases in which concerns arise.

The research using animal subjects should be conducted according to the Principles of Laboratory Animal Care and similar documents (e.g., <http://grants.nih.gov/grants/olaw/olaw.htm>). For manuscripts reporting experiments on live vertebrates or higher invertebrates, authors must identify the committee approving the experiments, and must confirm that all experiments were performed in accordance with relevant regulations.

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The trial registration number should be provided at the end of the Abstract.

**DECLARATION OF NEW TAXA**

As of January 2012, electronic publication of taxon names is a valid form of publication. Manuscripts containing new taxon names or other nomenclatural acts must follow set by the

International Code of Nomenclature. All new taxa reported in articles published in *REVAC* will be available in PDF format at De Gruyter Online platform and digitally preserved in [Portico](#).

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For a new zoological taxon name, authors' guidelines set by the International Commission on Zoological Nomenclature (ICZN). For novel fungal taxon name, authors should contact [ZooBank](#) about registration of the new species name and request the corresponding unique digital identifier, a Life Science Identifier (LSID). The unique identifier should be provided in the final published article. The final version of the article must cite the relevant LSIDs (or GUIDs), where available.

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For a novel plant taxon name, authors must follow [guidelines set by the International Code of Nomenclature for algae, fungi, and plants](#). For novel fungal taxon name, authors should contact [MycoBank](#) or [Index Fungorum](#) about registration of the new species name and request the corresponding Globally Unique Identifier (GUID), currently in the form of a Life Science Identifier (LSID). The unique identifier should be provided in the final published article. The final version of the article must cite the relevant LSIDs (or GUIDs), where available.

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