

## **VOUCHER SYSTEM FOR REVIEWERS**

Since May 2021, the Voucher System for Reviewers is available in *REVAC*. Each completed peer-review will be rewarded with a voucher containing an amount of money. This amount can be used to decrease the processing fee of next submission in *REVAC*.

### **VOUCHER POLICY**

- 1) Each voucher is valid for 1 year from the day of receiving a voucher confirmation email.
- 2) You can combine vouchers, even up to the full amount of processing fee (you can get a free publication in *REVAC*).
- 3) You do not have to use the entire voucher money for one submission – you can split the amount for different submissions or you can save some voucher money for later.
- 4) You can share the voucher with your colleagues.
- 5) Your voucher will be decreased by the indicated amount only if the manuscript is accepted for publication.
- 6) The Editorial Office of *REVAC* reserves the right not to provide a voucher, if a peer-review does not meet the standard required for the reviewing process (Reviewer will be informed about this decision).

### **HOW TO USE THE VOUCHER**

- 1) Log in to the Editorial Manager submission system of *REVAC*: [click here](#).
- 2) Upload a cover letter for your new submission – please clearly indicate in this cover letter that you wish to use your voucher for this new submission.
- 3) Provide three necessary details in the cover letter:
  - a) First and last name of person who received the voucher,
  - b) Email address of person who received the voucher,
  - c) Voucher amount in EUR to be used for this submission.
- 4) Complete the rest of submission and... it is done! Your processing fee will be decreased by the indicated amount of money.
- 5) Voucher has to be mentioned in the cover letter at the moment of original submission (i.e., it will not be valid if registered later, e.g., during the revised submission or after acceptance).

### **HOW TO GET NEW VOUCHERS**

- 1) If you would like to be a reviewer in *REVAC*, please let us know about it by email.
- 2) Each of your completed reviews will be taken into account (it means that each review of both original and revised manuscripts will be rewarded).
- 3) You will receive a collective voucher for all reviews once the Handling Editor commits the final decision regarding a reviewed manuscript (please note that it might take up to several weeks before you get the voucher).
- 4) That email will contain a new voucher, its expiry date, and information about your other valid vouchers.

### **EDITORIAL OFFICE**

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