

CROATIAN MUSICOLOGICAL SOCIETY

Opatička 18

10 000 Zagreb, Croatia

ARTI MUSICES journal

INSTRUCTIONS FOR REVIEWERS

Articles submitted for publication in the journal *Arti musices* undergo a **double-blind (anonymous) peer-review process**. Reviews help the author(s) improve their manuscripts and assist the editors in making decisions about the categorization and publication of the paper.

Manuscripts received by reviewers must be treated as **confidential documents**. They must not be used for personal benefit or in the reviewer's own research without the author's explicit consent. If there is a possibility of a **conflict of interest** (e.g., joint participation in a project, a superior–subordinate relationship, etc.), the reviewer is obliged to inform the editorial board.

Reviews should be **objective, well-argued, and written as a coherent text**, without the use of **artificial intelligence tools (AI)**.

Reviewers should point out relevant works that the authors have not cited and draw attention to any potential similarity and/or overlap with other published work. Reviewers should also indicate possible spelling or grammatical errors in the text, but they do not need to correct them. They should also note if the references are **not formatted according to the journal's editorial guidelines**, though they do not need to correct them. Reviewers may add their comments/suggestions/questions directly in the manuscript as comments for the author. However, this does not replace the review text submitted to the editorial board. Finally, reviewers should provide their opinion and suggestions regarding any necessary revisions and state whether they **agree with the publication of the paper**.

The reviewer's opinion and comments should be submitted to the editorial board **in written form**. When composing the review as a coherent text, special attention should be paid to the following:

1. **Title:** Is it adequate? (If not, propose a change.)
2. **Clarity:** Point out any possible contradictions.
3. **Repetition:** Are there unnecessary repetitions?
4. **Errors:** Point out errors in the data and appendices.
5. **Consistency:** Indicate parts that should be expanded or condensed.
6. **Terminology:** Is it standard/commonly used?
7. **Research and presentation methodology**
8. **Conclusion:** Is it logical? Does it follow from the research results?
9. **References:** Are they cited correctly?

The reviewer **proposes** the categorization of the article based on the guidelines listed below. The final decision on categorization is made by the editorial board.

Article Categorization:

- Research paper / Original scholarly paper
- Preliminary paper / Preliminary communication
- Review paper / Survey paper
- Conference paper / Paper from the scholarly meeting
- Expert paper / Professional paper

Research paper / Original scholarly article

A research paper is an original scholarly work published for the first time, presenting new results of fundamental or applied research. This category includes new, previously unknown scholarly facts, insights, and interpretations within the context of the topic that contribute to scholarship. The paper must be written in such a way that the accuracy of the analyses and conclusions can be verified.

Preliminary paper / Preliminary communication

A preliminary paper contains preliminary scholarly insights or results from ongoing research. It must include one or more scholarly findings but without broader scholarly contextualization of the topic.

Review paper / Survey paper

A review paper provides a comprehensive overview of a research problem for which scholarly information has already been published. In this type of article, the information is newly collected, analysed, synthesized, and presented in a scholarly manner (including original analyses, syntheses, or proposals for further research). The author must list all bibliographic units used in addressing the topic.

Conference paper / Paper from the scholarly meeting

A conference paper is a written version of an oral presentation and may not include a full scholarly apparatus (citations of other authors and sources, notes, references).

Expert paper / Professional paper

An expert paper presents collected and applied already known scholarly insights, information, relationships, and theories. It addresses specific problems arising within a particular professional field and provides professional guidelines and proposals for solutions (techniques, technologies, methodologies).