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GUIDELINES TO EDITORS

The Annual of the UACEG is published electronically, with a frequency of four issues per year. The decision on the structure, volume and content of each issue is made by the editorial board. Once the manuscript is received, the editor-in-chief coordinates the entire editorial process for the manuscript: compliance check, peer review, decision-making, possible author revisions, acceptance, editing, correction and final publication. The editor-in-chief, guest editor or a member of the editorial board may also make the final decision on acceptance or rejection of a manuscript.

Responsibilities of the Faculty Editors

The faculty editors comply with the rules for the publication of the Annual of the UACEG, the requirements for the authors of the papers, the instructions for the preparation of the materials and the present instructions. After a careful initial reading of the paper, the faculty editor assesses whether the submitted manuscript meets the requirements for publication in the Annual of the UACEG. If the answer is positive, he/she directs it to an appropriate reviewer. In case the review is positive, the faculty editor reads the latest version of the manuscript, assessing:

a) whether the content can be presented in another, more effective way;

b) whether the reviewer’s notes and recommendations have been taken into account.

The faculty editor may make appropriate suggestions for revising the paper. At the same time, the author must be given the opportunity to defend his/her understandings and preserve his/her manner of expression.

The faculty editor may correct errors made by the author and the reviewer.

The faculty editor shall submit the substantially edited paper to the language editor (in Bulgarian and English).

In the event of a disagreement between the author and the faculty editor, the dispute shall be referred to the editor-in-chief.

After the paper has been accepted for publication, if necessary, the editor-in-chief, together with the faculty editor for the relevant faculty, shall issue an official note to the author stating that his/her article will be published.

Responsibilities of the Editor-in-Chief

The Editor-in-Chief is the head of the scientific journal *The Annual of the UACEG* and is primarily responsible for its scientific level. In addition, the Editor-in-Chief is responsible for the management of the journal, which includes:

- scientific decisions on the scope of the journal;
- inviting distinguished researchers to join the editorial board;
- proposing topics for special issues;
- assisting guest editors in the compilation and publication of specialized issues;
- reviewing the editorial process for individual manuscripts (mainly by making the final decision on whether a document can be published after a review and corrections, as well as in disputes between authors and a reviewer).

Responsibilities of the members of the editorial board

The members of the editorial board read and review regularly submitted manuscripts. They may assist in editing a special issue on a topic related to their scientific or research interests. The members of the editorial board help promote the journal among their colleagues at UACEG, at scientific forums or at conferences.

Responsibilities of Guest Editor / Editor of special issue

Special issues of the Annual of the UACEG are edited by a guest editor who invites colleagues in the same scientific field to submit a paper on a topic in their field of expertise.

Guest editors are responsible for the overall process of accepting papers for the special issue. Guest editors are encouraged to promote their special issue by distributing invitations. Guest editors usually make decisions about the acceptance of manuscripts submitted to their special issue. Once all manuscripts have been collected for publication, guest editors write an introduction to the special issue. If guest editors have a conflict of interest with authors whose work they evaluate, for example, if they are from the same institution or collaborate closely, the editor-in-chief or an appropriate member of the editorial board will make final decisions on the acceptance of submitted manuscripts.