

Name of reviewer	
Name of author	
Title of reviewed article	
Date of submission	
Date of review	

Internal Review Form – Evaluation of the Article

(1) CONTENT CLASSIFICATION /Tick (X) /

<input type="checkbox"/>	research article
<input type="checkbox"/>	conceptual article
<input type="checkbox"/>	original literature review
<input type="checkbox"/>	*none of the above so the article is not suitable to be published in EBER

***We apply “DESK’S REJECTION” in case of the last answer.**

Yes	No*	Evaluation Criteria
		The topic is appropriate to the journal’s aim and scope.
		The topic is appropriate to the thematic issue of EBER the article was submitted for.

***We apply “DESK’S REJECTION” if there are any “NO” answers.**

(2) CHECKLISTS /Tick (X) /

No.	Evaluation Criteria	Yes	No*	
LINGUISTIC CHECKLIST				
1	The language (English) is rather clear, concise and correct.			
2	The article is written in British English (We accept exceptions only for native Americans).			
STRUCTURE CHECKLIST				
3	The title is reflective of the paper's contents. Is the title proper and suitable to the text?			
4	The article includes a structured abstract on the title page, set out under the required sub-headings (i.e. objective, research design & methods, findings, implications & recommendations, contribution and value added).			
5	Is the abstract accurate and informative?			
6	The abstract includes at least 5 and maximum 7 keywords.			
7	The article includes the date of the submission indicated by the author.			
8	The title page includes a content classification. Is it proper classified?			
	<input type="checkbox"/> research article <input type="checkbox"/> conceptual paper <input type="checkbox"/> original literature review	X		
9	The article includes the requested structure for EBER. <i>Empirical articles:</i> 1. Introduction 2. Literature Review (for hypothesis building) 3. Material and Methods 3. Results and Discussion 5. Conclusion	<i>Theoretical articles:</i> 1. Introduction 2. Material and Methods 3. Literature Review and Theory Development 4. Discussion (if not included in p. 3) 5. Conclusion	X	
INTRUCTION CHECKLIST				
10	The introduction section contents the justification for the topic why it is important?			

11	The introduction section includes the objective of the article.		
12	The introduction section includes brief information on methods (one sentence).		
13	The content of each section of the paper is briefly described in the last paragraph of the introduction.		
METHODOLOGY CHECKLIST			
14	The research methodology section includes the objective(s) of the paper.		
15	The research methodology section includes the description of the material selection.		
16	The research methodology section includes a) the hypothesis (-es) if the article is empirical or b) the theoretical proposition(s) if the article is theoretical.		
17	The research methodology section includes the description of the research methods.		
18	Are the research methods enough advanced for the scientific article?		
19	Has the Author used the best methods available?		
20	The article identifies strengths and weaknesses of the methodology and its findings.		
LITERATURE REVIEW CHECKLIST			
21	Is primary literature correctly summarized?		
22	The literature review shows who dealt with similar research topic before?		
23	The literature review shows what are the results of the prior studies?		
24	Did the Author position himself/herself among the previous researchers?		
25	Are different options/perspectives from the literature covered in the reviewed article?		
26	The difference with existing studies is explicitly identified and documented.		
27	The text includes references whenever necessary.		
RESULTS AND DISCUSSION CHECKLIST			
28	Is the research problem original and a kind of novelty?		
29	Is the reasoning sound?		
30	Has the Author given the appropriate interpretation of the data and references?		
31	Are the results discussed in details?		
32	Are the pieces of information used inside the paper comes from reliable sources?		
33	The article assesses and critiques the findings and/or the statistical analysis.		
34	Are the findings in the article compared to findings of other authors?		
CONCLUSION CHECKLIST			
35	Does this part include the general summary of the article, its results and findings?		
36	Does this part include implications and recommendations for practice?		
37	Does this part include research limitations?		
38	Does this part include suggestions for future research?		
LAYOUT CHECKLIST			
39	The article is prepared in the dedicated EBER template file.		
40	All graphics (tables, figures, diagrams, pictures, illustrations, charts) are clear, good quality and prepared according to the rules.		
41	All graphics are explained and referred to in the text (in the brackets).		
42	All tables and titles have their titles according to the rule "What + where + when".		
43	The sources are provided for all tables and figures.		
44	All statistical data and citations are provided with sources.		
45	All citations are provided with sources with exact page numbers.		
46	Bullets and numbering are prepared according to the rules.		
47	The article uses the symbol of % (instead of 'per cent').		
48	All numbers are written in a proper way (we don't use commas, e.g. 1 000 000).		
49	The currency names are given in a proper way (we use int'l codes, e.g. USD, EUR, PLN)		
50	All mathematical formulas are typed in MS Word 2010 – The Equation Tools Design Tab		
51	All mathematical formulas are numbered, e.g. (1).		
52	Does the article includes biographic entry of the Author(s)?		

53	Does the article includes correspondence address of the Author(s)?		
54	Is the contribution share (for co-authored papers only) indicated at the end of the article?		
55	Is the financial disclosure revealed and given at the end of the article?		
56	Did the Author send us author's statement and copyright transfer?		
BIBLIOGRAPHY CHECKLIST			
57	The bibliography is presented according to APA system		
58	Did the Author use recent studies inside the references these published for last five years?		
59	The bibliography includes more than 10 scientific references.		
60	The bibliography includes at least 4 references indexed in Web of Science.		
61	There are not more than 20% of references written in non-English languages (***)		

If any "NO" occurs, the Author is obliged to revise the article accordingly.

If there are more than ½ of "NO" answers, we apply "DESK'S REJECTION".

(3) EDITORIAL DECISION

	Continue with the editorial procedure
	Resubmit after minor revisions by the Author(s)
	Revise and resubmit after major revisions by the Author(s)
	Desk's Rejection