Information for reviewers

Dear reviewer,
Welcome to the CAAS journals information site!
Reviewers play a critical role in ensuring the quality and integrity of published research. By reviewing for the journals published by the Czech Academy of Agricultural Sciences (CAAS) you actively participate in the research community.

Criteria for publication
The criteria for selection for publication in CAAS journals:
- Scientific excellence and importance that furthers the field, and improves or changes our understanding of it.
- Originality: research articles should report novel work that has not been published elsewhere. Review articles should cover the latest developments in a specific area of research.
- Potential interest for a wide spectrum of readers; findings should be put into a wide context and be understandable by readers who may not be familiar with the subject area.
- Conforming to recognised standards of scientific procedure in terms of methodology and ethical standards (see our policy page).

Review instructions
Reviewers are asked to assess the paper and provide guidance to help Editors to make a decision on publication, and constructive feedback to authors on how to improve their manuscript. Attention should be paid to:
- Writing style and appropriateness for a wide audience.
- Scientific accuracy, including statistical analysis.
- Whether the research methods are appropriate, and evidence is provided for the conclusions drawn.
- Use of suitable illustrations, tables and supplementary material to illustrate results.
- Appropriate length — each article should be of the shortest length required to contain all useful and relevant information.
- Ethics — any ethical concerns should be included in the reviewer’s report.
- Transparency of information. Papers must include appropriate statements on authors’ contributions, competing interests, ethics (where relevant), data accessibility and funding. Please note in your comments if you feel that anything is missing.
- Electronic supplementary material. Supplementary material should be reviewed in addition to the main text. Please note that the main article as published should stand on its own merit.

Misconduct
If you have any suspicion of misconduct please alert the Editorial Office as soon as possible. This can include fabrication of results, plagiarism, duplicate publication, incorrect authorship or any other area of concern.

Submission of reviewer’s reports
All reviews should include detailed comments for the authors, particularly when rejection or major revision is recommended. The reviewers submit the report via the online reviewer form. Your full review (including your name) will be seen by the Editor or handling Co-editor.

Refereeing procedures
Manuscripts are handled by the Editor or Co-editor responsible for the particular field of expertise. The manuscripts will be sent at least two or more independent reviewers. Authors are welcome to suggest suitable reviewers, which the Editors may consider.
Decision options
Reviewers are asked to recommend either acceptance (without changes), revisions (major or minor) or rejection. Revision indicates that a paper does not have major problems, and should be acceptable with some further work. Rejection should be reserved for papers that have major problems with experimental design, interpretation or novelty, or if you have identified misconduct or ethical issues.

Speed of reviewing
The reviewers of the CAAS journals are asked to report back within 21 days of receiving the manuscript unless otherwise agreed with the Executive Editor. If reviewers are unable to report, it is requested that the Editorial Office is informed as soon as possible so that the assessment process is not delayed. Where reviewers find they are unable to review the assigned manuscript, the Editor welcomes suggestions of alternative reviewers competent to review it.

Notification of decision
We provide notification of the Editor’s decision on a manuscript to all reviewers of the manuscript.

Reviewing policy
The CAAS Journals Ethical Standards describe the main ethical principles of academic publishing. Authors, editors and reviewers are asked to comply with this policy. The CAAS Ethical Standards are in accordance with the COPE standards, particularly the COPE Ethical Guidelines for Peer Reviewers.

Reviewer recognition
A reviewer’s input to the editorial process is invaluable, and as publisher, we seek to recognize the efforts of reviewers.
- The reviewers are included in a journal’s annual list of reviewers, y in the year’s first issue of the journal.
- The reviewers can apply for the discount on the Article publication charge (50%, valid one year after delivering the peer-review report)

Anonymity
The CAAS journals use the double-blind review system – authors and reviewers are anonymous now to each other.

Confidentiality
When agreeing to review an article, all reviewers undertake to keep the article confidential, and not to redistribute it elsewhere.

Conflicts of interest
Where reviewers have a conflict of interest (e.g. competing commercial interest or a personal association that could bias judgement) this should be declared upon invitation to the reviewer.

Data protection
In accordance with the EU Data Protection Regulation (GDPR), the Czech Academy of Agriculture Sciences is committed to your privacy and to the protection of your personal information. Reviewers personal data are entered into the editorial database to ensure that we can process the manuscripts efficiently. Your details are used for that purpose and in the administration of this purpose. In case the reviewer wishes not to be addressed (invited to review the manuscripts for CAAS journals anymore), his personal information remains in the database (unless he requests the total deletion) for the evidence of this decision.
For more information on the personal data protection please visit the Information memorandum.
Detailed description of the process and use of the editorial system

1. Receiving the „Peer-review invitation” email

Please click on „choice site” link

Dear Ing. Jiří Souček, Ph.D.,

Your peer review of the below mentioned manuscript for Research in Agricultural Engineering would be greatly appreciated. No. 14/2018-PSE
Title: Title of the manuscript ...
We would like to obtain your permission to send the manuscript to you.

Please go to the "choice site" and pick an option there. It is necessary to choose one of the options offered in the "choice site". The manuscript will be sent to your Reviewer’s account. Then please submit your peer review results into the CAAS journal’s Electronic Editorial System

Your username is XXXXXX
If you have forgotten your password or you are a new user, please set your password here: reset page.

Your recommendation to publish/publish after revision/reject the manuscript could be marked in the review form within three weeks, if possible.

Thank you for your cooperation.
Yours sincerely,

2. Please select your option and then click on Submit choice

https://www.agriculturejournals.cz/autoLogin?z=E8hpUUt8uUUWi7QDk-k-RvCaW

Dear Ing. Jiří Souček, Ph.D.,

Your peer review of the manuscript submitted for publication in the journal Research in Agricultural Engineering would be greatly appreciated. Please let us know whether you can download and read the manuscript.

No.: 100/2018-RAE
Author: Ph.D. Vladimir Shepotiev
Title: Separation of broiler pellets in a vibratory- centrifugal cincatage
Abstract:
The article reflects the process of dehyatation of broiler pellets, as one of the ways to solve the problem of oblicetion in order to obtain a highly concentrated feed for farm animals, which is an urgent task. The purpose of the study is to substantiate the influence between the technological and physical properties of the broiler pellets during the separation of broiler pellets into dense and liquid fractions in a continuous vibratory-centrifugal cincatage and its man design and operating parameters. As a result of the research using the analytical method, the technological and physical properties of broiler pellets are determined when interacting with the perforated rotor blades of a vibratory-centrifugal cincatage. The equations for the yield of the liquid fraction of broiler pellets through the nozzle and centrifuge rotor blades are obtained, indicating the correlation between technological and physical properties of broiler pellets, which are necessary for determining the rational basic parameters of the proposed vibratory-centrifugal cincatage.

File for reviewer as Doc: 100_2018_RAE.docx
File for reviewer as Pdf: 100_2018_RAE.pdf

Please confirm your choice by clicking on the “Submit choice” button at the end of this page.

✔ Yes. I will be able to review the manuscript. I will download it from the links above.

X No. I cannot review the manuscript. I suggest the following experts. (Please include name, affiliation and e-mail if possible.)

If you are unable to review the manuscript, we would appreciate your suggestion of another qualified expert.
3 After you accept the peer review invitation, please login into the editorial system

The acceptance confirmation message will appear on the screen and you will also receive the email. Click on the Editorial system link you get you to the editorial system login page.

Dear XX YYY,
We are very pleased that you agree to provide a peer review for the Research in Agricultural Engineering of the manuscript:

ID: 14/2018-PSE
Title: Title of the manuscript

We expect the peer review to be done in three weeks from now.
Please log into the Editorial system (click on the link) and fill in the review results and your comments on the manuscript.

On your User Account in the Electronic Editorial System (role – reviewer) you can find the manuscript files and also the result of the „Similarity Check – CrossCheck“ for the manuscript.

If you do not wish to work in the Editorial system, please send us your peer review results and your comments by e-mail rae@cazv.cz.

Thank you very much for your cooperation.

Yours sincerely,

Log in to the editorial system on the www.agriculturejournals.cz or any CAAS journals’ page:

In case of any problem with logging in, please contact admin@cazv.cz

4 Select the „Reviewer“ role
5 Download the manuscript

Open the manuscript detail on your reviewer’s account (click on the manuscript title):

Download the MS Word or PDF version of the manuscript. After reading the manuscript and preparing the peer-review report, please click on the „Reviewer’s Response."
7 Submit the reviewer’s response

Please fill in the Reviewer’s Response Form. After you finish, please click on the „Submit“ button.
Your review result will be submitted to the journal.

Thank you very much for your willingness to review the manuscripts for the CAAS journals. In case you need any help, please contact admin@cazv.cz