

In Brno, on

A request for a peer review of the manuscript

Dear Madam/Sir,

I would like to ask you for a peer review of the manuscript, pre-approved by the Editorial Board of the Faculty of Arts of Masaryk University for publication in the Writings of the Faculty of Arts of Masaryk University editorial series. The attached review form may be used as a guidance, but it is certainly not binding.

Please, provide your review preferably within one month of the date of receiving the manuscript.

Yours sincerely,

Name Surname

Job title

PEER REVIEW OF A MANUSCRIPT

1. Part of the review for the Editorial Board

1.1 Manuscript to be reviewed

Name of the author
(including academic
degrees):

Title of the manuscript:

Date of receipt of the
manuscript for a peer
review:

1.2 Referee

Name of the referee
(including academic
degrees):

Workplace:

Contact details:

1.3 Evaluation of the uniqueness of the manuscript

	Yes	No
The manuscript is unique.		
The manuscript is similar to another already published paper (please, provide a specific link).		
The manuscript is unique, but it contains shortcomings in the indication of the specialised sources of relevant information (inaccurate or incomplete citations, etc.).		

1.4 Recommendation of the manuscript for publication

	Yes	No
I recommend the manuscript for publication without further conditions.		
I recommend the manuscript for publication after minor modifications, proposed in the review.		
I suggest making more substantial adjustments and changes and submitting the manuscript for a new peer review.		
I do not recommend the manuscript for publication in the Writings editorial series.		

Reason for not evaluating any of the categories (We ask referees to use the option of not evaluating any of the categories only in exceptional cases.):

Comments on the recommendation of the manuscript for publication:

Date and place:

Signature:

2. Part of the review for the author of the manuscript

	Excellent	Good	Unsatisfactory
2.1 Accuracy of the title of the paper in relation to its content			
2.2 Formulation of methodology			
2.3 Level of reasoning, consistent line of thought			
2.4 Level of working with sources and literature (knowledge of sources, specialised literature, form of reference, list of used literature, etc.)			
2.5 Level of language and style			
2.6 Level of summary in one of the world languages ¹			
2.7 Innovativeness of the paper (contribution to the respective discipline)			

Comments on each item (Please, comment on all items, which you have evaluated with a lower than the highest rating; the highest rating shall be understood by the Editorial Board as an unconditional approval.):

Ad 2.1
Ad 2.2
Ad 2.3
Ad 2.4
Ad 2.5
Ad 2.6
Ad 2.7

Final review of the paper (main contribution of the paper for the respective discipline, usability of the paper, main reason for recommending / not recommending the paper for publication):²

--

Date and place:

Signature:

¹The world languages include English, Chinese, French, German, Russian and Spanish (based on applicable methodology for evaluating R&D results).

² Please, scan the completed and signed peer review (or use an electronic signature). Upon receipt, the administrator will forward the peer review in the electronic form to the address of The Writings of the Faculty of Arts of Masaryk University (spisy@phil.muni.cz).

Academic book (type of result B)

Definition

An “academic book” presents the original results of a research performed by the author of the book or a team of researchers the author was a member of. A book is a non-periodic expert publication of at least 50 printed pages of text, not including photographic, image, map, etc. attachments, issued in print or electronically and assessed (reviewed) by at least two generally recognized experts (outside the author’s/authors’ workplace) in the respective field in the form of a peer review. It addresses a precisely defined problem in a specific scientific field, includes the formulation of an identifiable and scientifically recognized methodology (explicitly formulated methodological foundations in application-oriented monographs and/or formulation of a new methodology based on existing theoretical research in the field). Formal attributes of an academic book include references to literature in the text, list of used literature, summary in at least one world language, possibly explanatory notes and bibliography of sources.

The book has an **ISBN** or **ISMN** code assigned. The whole book is created by a single team of authors (regardless of the proportion of the content contributed by each of the members), even if individual chapters of the book have separate authorship. Academic books include, for example, monographs, scholarly encyclopaedias and lexicons, critical editions of sources, critical editions of art (music, graphic, etc.) materials accompanied by studies, critically commented translation of expert philosophical, historical or philological texts accompanied by studies, scientifically conceived language dictionary and explanatory dictionary, critical exhibition catalogue, etc., provided that they meet the above-defined formal criteria.

For multi-volume scientific monographs, each volume may be included in the register, if it individually meets the required criteria and has been published as a separate publication with its own ISBN. If the academic book is included in the register as a result of type B, its chapters cannot be classified as a result of type C for the same submitter.

Academic books do not include:

- books that do not have an ISBN or ISMN assigned;
- educational texts (i.e., textbooks, course materials);
- expert opinions and statements, studies, translations, manuals, informational and promotional publications, yearbooks (except those that meet the requirements for an academic book), annual or similar periodic reports;
- published diploma, doctoral, habilitation and dissertation theses, based on primary works of type J_{imp}, with comments and ISBN code;
- common language dictionaries;
- printed or electronically published research collections, dedicated summaries of academic works (e.g., within a single workplace), printed or electronically published collections of abstract, expanded abstract or oral communications from conferences;
- methodological manuals, catalogues and standards;
- collections of proceedings (individual contributions in the proceedings are a result of type D);
- fiction, popular science literature, travel books, theatre play scripts;
- selective bibliographies, annual reports, speeches, event reports, student contest proceedings, tourist guides;
- commercial translations from foreign languages;
- memoirs, information materials, popularizing monographs, biographies, autobiographies, dedicated monograph-style final reports from grants or projects.