

### **Responsibilities of Editorial Board**

1. The Editorial Board of the peer-reviewed publication “Journal of the Institute of Latvian History” does not tolerate plagiarism or other unethical behaviour and will refuse any manuscript that does not fulfil these standards.
2. The Editorial Board must disclose any conflicts of interest.
3. The Editorial Board must evaluate manuscripts only for their intellectual content.
4. The Editor-in-Chief is responsible for forwarding the manuscript to two reviewers for blind peer-review. Each of them will make a recommendation to accept/reject or modify the reviewed manuscript.
5. The Editorial Board is responsible for making decisions concerning publication of submitted manuscripts and certifies that any commercial revenue has no impact or influence on editorial decisions.

### **Responsibilities of authors**

1. Authors must confirm that their manuscripts are their original work, have not previously been published and are not currently being considered for publication elsewhere. Submitting the same manuscript to more than one publication constitutes unethical publishing behaviour and is unacceptable. However, if the author and editors agree to secondary publication, then the secondary publication must include a reference to the first publication.
2. If the authors have used the work of others, this must be appropriately cited or quoted.
3. Authors must also be ready to provide all necessary additional data relating to their manuscript.

### **Responsibilities of reviewers**

1. Reviewers must certify that they are out of any conflict of interest and evaluate manuscripts only for their intellectual content.
2. Reviewers must keep information pertaining to the manuscript confidential.
3. Reviewers must bring to the attention of the Editor-in-Chief any information that may provide grounds for rejecting publication of a manuscript.
4. If the reviewer feels that it is not possible to complete the review process, he/she must inform the Editor-in-Chief immediately, so the manuscript may be sent to another reviewer.