

## **Review Policy-Acta Theologica-2017**

### **Phase 1**

- With acceptance of a new article, the Executive Editor (in consultation with the Chief Editor), consider if the contribution is acceptable for *Acta Theologica*. The following contributions are not considered for publication in *Acta Theologica*:

- Articles where themes other than the theological/themes in studies of religion are dominating the focus;
- Articles in studies of religion with minimal or no attention to Christianity;
- Articles which themes bear the minimal relevance with the South African context or to themes that are normally researched within South African theological circles.

When the article does not provide evidence to the above criteria, the author(s) is informed that the article will not be considered for publication. If the article is acceptable, the Executive Editor tests it for any possible plagiarism.

- If no signs of plagiarism are detected, the author(s) are requested to complete a preliminary evaluation form (Phase 1) in which a clear indication is to be provided regarding the new scope of knowledge generated through the research reflected in the article. The author(s) is also informed about the stages in the review process followed by a signed undertaking of the acceptance of this procedure (See Phase 1 document).

- With acceptance of the completed Phase 1 form by the author(s), the Executive Editor, Chief Editor and one other member of the Editorial Board decide if the article can/can not be sent out to two reviewers (phase 2). If a strong possibility exists that the article might be able to contribute to the generation of new knowledge with impact, it is sent out for review.

- However, if the article is likely to have no contribution in generating new knowledge with a minimal impact, the possibility of rejecting the article is communicated to the Editorial Board via email (This can be done on a two or three weekly basis when more than one article is available for decision making). If the majority of the Editorial Board does not agree with the recommendation of rejecting the article, the management of the specific article is discussed at the next meeting. If the majority of the Editorial Board agrees that the article should be rejected, the author(s) is informed accordingly. If the author(s) is not comfortable with the decision of the Editorial Board an appeal could be lodged for discussion at the next Editorial Board meeting. The author(s) receives an opportunity by way of a submission to motivate the generation of new knowledge as well as the importance of the contribution to the specific discipline and to the existing state of scholarship. The

submission of the author is tabled at the next Editorial Board meeting where a final decision is made on the future evaluation of the article.

## **Phase 2**

- If an article is reviewed with an indication of A and/or B grades, it is accepted for publication (smaller content and editorial adjustments and as indicated to the author(s) by the Executive Editor may be possible before final publication).
- If both reviewers have awarded a C-category to the article, the article is not accepted for publication.
- In cases where articles are graded a A or B- and C category by reviewers, the following protocol will be followed:
  - The Executive Editor (in consultation with the Chief Editor) will ask one of the subject-specialists on the Editorial Board to review the article and reviewer's reports with a written recommendation to the Editorial Board.
  - The specific article and reviewers' reports will also be send to the Editorial Board.
  - In future the first Editorial meeting of every semester wil be used to discuss and finalize these and other articles dedicated for the next issue of *Acta Theologica*.
  - In cases where reports aren't ready for the Editorial meeting, the above process will be followed through the use of email communication.