

**Internal quality control system of the journal  
“Latvijas Zinātņu Akadēmijas Vēstis. A daļa: Humanitārās un sociālās zinātnes”  
(Proceedings of the Latvian Academy of Sciences. Section A: Humanities and  
Social Sciences)**

***Quality of editors***

Editor-in-Chief of the Section A: Humanities and Social Sciences of “Proceedings of the Latvian Academy of Sciences” hereinafter referred to as Proceedings of LAS, Section A) is selected from the members of the Latvian Academy of Sciences (LAS) and approved by the LAS Senate, thus providing that (s)he is a highly qualified scientist. Other editors are hired by the LAS President based on the suggestions of the Editorial Council of the journal. Regardless the status – editorial or academic staff, all editors are required to closely observe publishing ethics, comply with the editorial and evaluation process that is established by the *Statutes of the scientific journal of the Latvian Academy of Sciences “Proceedings of the Latvian Academy of Sciences”*. Image, name, institute and position at the journal of all editors’ (all or particular attributes) should be listed on the page of the Editorial Board and in the internet site of the journal. Responsibilities of the new editors are fully and clearly introduced when involved in the permanent work or preparing of a particular issue at the very beginning of participation.

***Quality of peer-review***

Two independent reviewers are appointed for each manuscript of academic article so that reviewers do not influence each other and can make the most objective recommendations. If necessary, Editor-in-Chief may appoint the third reviewer. Reviewers fulfil their duties anonymously, on the basis of the *Code of Ethics for Scientists* that is approved by the Senate of LAS and the Latvian Council of Sciences, internal normative act – *Publication ethics and publication malpractice statement of “Proceedings of the Academy of Sciences. Section A – Humanities and social sciences”*, codes of ethics of the respective science disciplines; and international norms regarding ethics. Reviewers are guided by an online evaluation report template *Instructions for reviewers of manuscripts (articles) submitted for publishing in “Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences” and evaluation form*, that covers all the key points that have to be assessed and commented. Peer-review is supervised and review comments are checked by Editor-in-Chief of the Section A of “Proceedings of LAS”; Managing Editor of the Section A of “Proceedings of LAS” organises cooperation with authors and communicates reviewers’ evaluation to authors.

***Quality of reviewers***

Reviewers are selected from the academic staff and have to comply with the basic requirements: (1) the reviewers’ expertise is suitable for the manuscript; (2) the reviewers’ research background is qualified to review the manuscript (the science

doctoral degree is necessary); (3) the reviewers should have publishing experience in the same field; (4) there is no conflict of interest between the reviewer and an author.

Each single reviewer is checked on these criteria before sending an invitation to evaluate a manuscript. Reviewer who agree to involve should sign *Instructions for reviewers of manuscripts (articles) submitted for publishing in "Proceedings of the Latvian Academy of Sciences. Section A: Humanities and Social Sciences" and evaluation form*, thus confirming that (s)he has taken into account instructions of the Editors' Office about the most important fields of evaluation, and confirm that (s)he is not in the interest conflict with an author of a manuscript.

### ***Quality of editor decision***

The decision about publishing of a manuscript is taken by Editor-in-Chief of the Section A. When preparing a decision, Editor-in-Chief of the Section A may consult Head of the Editorial Office, Chair of the Editorial Council, Editor-in-Chief of the Section B, peer-reviewers and members of the Editorial Board. The position of the Editor-in-Chief is voluntary and honorary, and usually is not his/her main income source. The number of accepted papers does not increase her/his income, thus excluding possible ground for publishing of articles at all it costs. Editor-in-Chief is required to avoid conflict of interest with the authors. Any case of unreasonable decision of Editor-in-Chief or any other unreasonable decision should be carefully investigated and discussed at the meeting of the Editorial Council.

### ***Quality of processes before and after publication***

"Proceedings of LAS", Section A, is published as a hard copy and electronically on the homepage of the journal. Once a journal is published online, it is open to the public. Anyone can get access to the full text without any barrier, so that also authors of manuscripts can re-examine the papers easily and freely. Questions, complaints and suggestions concerning a published paper, as well as during the preparation process to publishing, should be sent to Editor-in-Chief in the form of *Letter to editor*. These letters are registered in the *Register of complaints and recommendations* of the journal.

Letters with questions, complaints and suggestions regarding the preparation process or published manuscripts are analysed and discussed at meetings of the Editorial Council. Peer-reviewer who might be concerned with these questions or complaints may be invited to participate in such a meeting. The Editorial Council decides of further activities that might include: written explanation to the author or peer-reviewer from Editor-in-Chief, correction of a published text in the forthcoming issue, or denial of a published information. If there is serious scientific or ethical concerning, the case should be investigated and actions should be taken immediately to, if proven, initiate correction or retraction procedure, regardless, when the concerned issue is discovered.