

APPROVED by
The Institute of the Lithuanian
Language Council
3 February 2004 Decision No. 1
(amended by 24 February 2005
Decision No. 2, 17 May 2006
Decision No. 4, the Institute of the
Lithuanian Language Scientific
Council 27 May 2011 Decision No. 5,
20 December 2011 Decision No. 10,
16 October 2018 Decision No. 77)

THE INSTITUTE OF THE LITHUANIAN LANGUAGE PUBLICATIONS APPROVAL PROCEDURE

The Scientific Council (hereinafter, the Scientific Council) of the Institute of the Lithuanian Language (hereinafter, the Institute), in order to ensure the scientific quality of the Institute's publications, approves the following publication procedure.

1. The procedure for approving the Institute's publications shall be determined taking into account the type and nature of those publications (periodicity, etc.), the authors and providers of the publications. This procedure may be revised in cases unprovisioned herein.

2. The following publications are not approved by the Scientific Council:

2.1. Continuing and periodical publications of the Institute with permanent editorial boards („Acta Linguistica Lithuanica“, „Bendrinė kalba“, „Terminologija“, „Kalbos istorijos ir dialektologijos problemos“, „Baltų vardyno tyrimai“, etc.) are published under the responsibility of the editorial boards. All articles are reviewed anonymously by at least two reviewers.

2.2. Information publications, bibliographies, conference and seminar abstracts are published under the responsibility of the departments in which they are prepared.

2.3. The Scientific Council has the right to inspect the work of editorial boards of unapproved publications and the scientific quality of publications at its own discretion.

3. Various other publications (monographs, studies, dictionaries, grammars, reference books, collections of articles, collections of writings, language practice publications, representative publications of the Institute, etc.) prepared during the Institute's planned work, research projects or commissioned research are submitted to the Scientific Council for approval in the order described below. This procedure is also obligatory for publications prepared by non-researchers of the Institute.

3.1. If an editorial board is formed for the preparation of a publication, it, including the editor-in-chief, shall be approved by the Scientific Council on the proposal of the division (or several divisions).

3.2. The publication prepared for the press is discussed in the division (at the meeting of the editorial board or at the extended meeting of the editorial board and the division). If the decision of the division (editorial board or editorial board and division) that the publication is suitable for printing is made, reviewers are appointed.

3.2.1. All scientific publications must be reviewed by two reviewers. Both must not be employees of the Institute of the Lithuanian Language. If the opinions of the reviewers differ, a third reviewer is appointed.

3.2.2. Each article in the collection of articles must be reviewed anonymously by two reviewers or a member of the editorial board (if the publication has an editorial board) and one reviewer. The entire collection of articles must be reviewed by two reviewers, neither of whom is an employee of the Institute.

3.2.3. If the review of the publication is taken care of by other institutions (for example, the State Lithuanian Language Commission), the conclusions of the experts of those institutions may be equated to the reviews ordered by the Institute..

3.3. After receiving the reviews, their content is presented to the author or compiler. If there are significant remarks, the publication is returned to the author (editor-in-chief, compiler) for correction.

In case of negative reviews, the publication is returned to the author (editor-in-chief, compiler) for correction. Once corrected, it is re-reviewed.

3.4. A publication (printed or electronic version) corrected in compliance with the reviewers' remarks and prepared for printing is submitted by the author (head of unit, editor-in-chief, compiler, organizer) to the head of the division with an extract from the minutes of the division meeting (editorial board meeting or extended editorial board and division meeting) or the editor-in-chief (if it is not possible to hold an editorial board meeting), both reviews and, if necessary, a short annotation of the publication.

3.5. After receiving the prepared publication and the necessary documents, the division head agrees with the chairman and secretary of the Scientific Council on the date of approval of the publication at the meeting of the Scientific Council, puts its approval on the agenda and submits the publication to the Scientific Council.

3.6. The members of the Scientific Council, informed at least 7 working days in advance about the meeting of the Scientific Council and the publication provided for approval therein, shall get acquainted with the publication and documents (reviews, decisions made at the meeting of the division or editorial board).

The Scientific Council approves the publication for printing. The person submitting the publication (author, head of the division submitting the publication, editor-in-chief, compiler) must participate in the meeting. If the conclusions of the reviewers are positive, the Scientific Council, taking into account the opinion of the division or editorial board, shall approve the publication for publishing by open voting by a simple majority of votes of the members of the Scientific Council present at the meeting. If there are substantial remarks regarding the content or preparation of the publication, the Scientific Council may object to its publishing and, by its resolution, determine the further procedure for the approval of the publication.

3.7. An author (editor-in-chief, compiler, draftsman) who does not agree with the decision of the division or reviewers may apply in writing to the Scientific Council for approval of the publication. The Scientific Council may order an additional review of the publication.
