

Duodecim Astra: Information for authors

Duodecim Astra is the peer-reviewed, interdisciplinary student-run journal of European studies based at the College of Europe. This document, intended for possible authors, summarises the publishing process of the journal. The publishing process may be adjusted year on year. In addition to consulting this document, you are encouraged to contact the current editorial team of Duodecim Astra at duodecimastra@coleurope.eu.

Submitting an article

Duodecim Astra aims to publish one issue per year. The publication process is managed by a team of College of Europe students, recruited from the current promotion of the College each autumn.

When the journal accepts submissions, the team publishes a call for articles on the College of Europe website. The call for articles is only valid for a limited duration. The call for articles specifies the requirements for an article proposal, as well as the length of an article.

The journal accepts articles from a variety of academic disciplines, especially those taught at the College of Europe. The journal is bilingual: an author may submit an article in either English or French.

Typically, all authors will be invited to further develop their article in cooperation with an assigned editor. The editor will typically be a College of Europe student. The editing process is intended to prepare the article for successfully passing peer review.

Working with an assigned editor does not constitute a guarantee of the article being published. An article will only be published once it has successfully passed through the entirety of the publishing workflow.

Peer review

The peer review process is managed by the Duodecim Astra editorial committee. The committee recruits peer reviewers for each article to be submitted for review. Duodecim Astra subscribes to a double-blind peer review process: neither the author nor the reviewer will know each other's identities. The editorial committee guarantees the anonymity of the peer review process by anonymising all comments and documents submitted by either the author or the reviewer, and by acting as an intermediary for all communication between the author and the reviewer.

Each article is reviewed by 1–2 peer reviewers. A peer reviewer may be

- A PhD holder
- A PhD candidate
- An Academic Assistant at the College of Europe.

Each peer reviewer will submit a review report according to the guidelines presented by the editorial committee. Among other elements, a peer reviewer will assess the original contribution made by the article, the quality of the argumentation, the quality of the use of sources, the methodology of the article, and faithful citation of sources.

Peer reviewers are requested to give a recommendation on the article. A peer reviewer may recommend publication; publication subject to revisions; or rejection.

If the article is recommended for publication subject to revisions, the author will be given an opportunity to adjust the article according to the reviewers' comments. Thereafter, the reviewers will be given an opportunity to make a recommendation on the article as adjusted.

The final version of the article will be copy-edited by a dedicated copy-editor. Only linguistic and stylistic changes will be made to the article at the copy-editing stage. The author will be asked to authorise any changes made to their article at the copy-editing stage.

Decision to publish

The student-run editorial committee of Duodecim Astra takes the peer reviewers' recommendations to utmost consideration. However, the committee retains the authority to propose an article for publication, or to reject an article.

When the student-run committee has decided which articles it would like to publish in the next issue of Duodecim Astra, it will send a proposal to the journal's Scientific Committee. The Scientific Committee consists of members of the College of Europe academic staff from all departments of the College.

The Scientific Committee authorises the publication of the articles. The authorisation process is not intended to duplicate or repeat the peer review process. If the Scientific Committee authorises the publication of an article subject to modifications, the student-run committee will work with the author concerned to address the request for modifications.

All articles published by Duodecim Astra appear in a dedicated space on the College of Europe website.