

Peer review policy

Peer review is about ensuring that reliable scientific data is published. This is an objective process, at the heart of good publishing, and this review is carried out by all reputable scientific journals. Our reviewers therefore play an essential role in maintaining the high quality of the articles published in the *Bulletin de la Société entomologique de France*, and all manuscripts are evaluated according to the procedure described below.

Reception of manuscripts

Upon receipt of a manuscript, it is filed with unique identification number and the author receives a letter of acknowledgement.

Initial manuscript evaluation

The Editors first evaluate all manuscripts. Manuscripts that are insufficiently original, have serious scientific flaws, have poor grammar or poorly written, or fall outside the aims and scope of the journal, are rejected at this stage. The manuscripts that meet the minimum criteria are passed on to at least two experts for review; these may include members of the Editorial Board.

Type of peer review

The *Bulletin de la Société entomologique de France* employs single blind reviewing, where the referees remain anonymous throughout the process.

Selection of the referees

Referees are matched to the paper according to their expertise.

Referee reports

Referees are asked, with the help of a referee form, to evaluate whether the manuscript:

- is original;
- is methodologically valid;
- follows appropriate ethical guidelines and instructions to authors;
- presents clear results with well-supported conclusions;
- correctly cites previous relevant works.

Referees are not expected to edit manuscript; language correction is not part of the peer review process.

Duration of the review process

Usually, the manuscript will be reviewed within 4 weeks. Should the referees' reports contradict one another or a report is unduly delayed, a further expert opinion will be sought. Referees may request more than one revision of a manuscript.

Final report

A final decision to accept or reject the manuscript will be sent to the author with any recommendations made by the referees, and may include verbatim comments by the referees or any necessary review files. In case of rejection, the journal provides the comments of the referees.

Editors' decision is final

Referees advise the Editors, who are responsible for the final decision to accept or reject the article.