

Publication process for the NBS Working Paper Series

The NBS Working Paper Series is an official outlet of the National Bank of Slovakia managed by the Research Department. One of the paper authors must be affiliated to the NBS either at the time of publication or at the time when the proposed study was elaborated. This includes also participants in the NBS Visiting Researchers Program.

Before launching the formal publication process, it is strongly recommended that the draft paper was presented at an NBS research seminar or at a conference/workshop, receiving feedback from an expert audience. In addition, draft papers from within the NBS should have been reviewed by the Head of Section in charge.

The formal publication process has in total up to eight steps. Some of them may be skipped or conduct in parallel with other steps to speed up the process.

STEP 1

The draft paper shall be submitted by email for consideration to the Director and the Deputy Director of Research (*Editors*) using the e-mail address workingpapers@nbs.sk.

The mail accompanying the Working Paper submission, should specify the steps already taken, in particular whether the paper has already been presented at seminars / conferences and / or whether it was already reviewed somewhere else. The mail can also contain a list of suggested referees.

One of the Editors shall respond to the author(s), outlining the next steps, at his/her earliest convenience. The next step could be one of the following:

- a) to accept the draft for the referee process
- b) to request a research seminar or meeting to discuss the analysis before launching the referee process,
- c) to adopt specific major or minor changes to the analysis before launching the referee process,
- d) to waive the referee process; in case the paper has been already published in a peer reviewed journal or in a well-established Working Paper Series (ECB, BIS, NCBs etc.)

Step 1 should normally be completed within one week.

STEP 2

In case of (1b) or (1c), one or several iterations may take place, until a draft is accepted for the referee process.

The referee process has the following features:

- generally, two or more referee reports are needed
- one of the referee reports must originate from a foreign institution (or foreign academia)
- the process is double blind (the author(s) and reviewer(s) are not mutually recognized)
- referees are selected based on familiarity with the topic of the paper

If the referee is affiliated to academia, (s)he is rewarded 150 EUR for his/her services.

The referees are usually allowed 4 weeks for producing the report.

STEP 3

Author(s) is notified about the comments made by the referees and possible additional comments by the Editors.

When re-submitting the paper to the Editors, author(s) should prepare:

- a revised draft of the paper (clean and with track changes unless the revisions have been very substantive)
- an answer sheet informing how the referee comments were addressed.

The authors should review their papers within a maximum of three months. A faster turnaround is encouraged, especially if the comments are relatively minor.

STEP 4 *(to be done only in case major revisions are needed)*

The re-submitted draft together with the answer sheet is re-send to the referees, who are asked to either

- consent with the changes to the draft, or
- provide further comments regarding the revisions. In this case, STEP 3 is repeated.

The referees should assess the revised drafts within 2 weeks.

STEP 5

After the consent of both referees, the draft paper is presented to the Board Member or Executive Director in charge of the Research Department, who either

- consents on the paper being presented to the Bank Board
- suggests further points to be looked at in the analysis.

The Board Member / Executive Director should ideally decide on this within one week.

STEP 6 *(to be done in parallel with Step 5)*

The paper runs through a language check to be arranged by the Research Department.

STEP 7

The paper is presented to the Bank Board for information. Making a short presentation of the findings at the Bank Board (10-15 minutes) may be suggested by:

- The Board Member / Executive Director (in STEP 5)
- The Bank Board at its meeting. The authors then prepare a short presentation for the next Bank Board session.

The following files need to be prepared for the Bank Board:

- a) Cover page incl. required administrative format (“*Predkladacia správa*”)
- b) Executive Summary (max 2-pages) or Analytical Note (max 4 pages)
- c) Research Paper (in English)
- d) Short abstract in both Slovak and English

STEP 8

Following Bank Board approval, the paper is published on the NBS website, both in the [EN](#) and [SK](#) sections.