A GUIDE TO MANUSCRIPT REVIEWS FOR IGRA USTVARJALNOSTI (IU) / CREATIVITY GAME (CG)

A review can be defined as a critical, multi-layered, written evaluation of the value of a scientific or professional work intended for publication. The basic goal of the review is to provide the Editors with the information they need to reach a decision whether to publish a manuscript or not. It should prevent the publication of plagiarism and manuscripts that provide incorrect results. Another goal of the review is to provide feedback to the author about the weaknesses and errors of their work and allow the author to correct or improve the quality of the submitted manuscript.

The review shall make sure that the manuscripts for $Igra \ ustvar jalnosti$ (IU) / $Creativity \ Game$ (CG) are presented in accordance with relevant Slovenian and international standards. The manuscripts should adhere to the principles of good writing.

The Instructions to Authors, published on the *journal* website, present the most relevant set of guidelines for authors and reviewers. A Review Form is available to ease and unify the work of reviewers. The provided Review Form is used for peer reviews of scientific manuscripts. For other types of manuscripts, the reviewers are requested to complete the form with due alterations, and leave out the elements that fall outside the scope of the manuscripts.

In the Review Form, the reviewer should enter any relevant comments in the space provided and mark an (x) (by clicking the relevant box) in the checklist to address the different aspects of the manuscript. Also, space is provided for the reviewer to add any specific observations and argumentations that cannot be provided in other sections of the form, i.e. requests for revisions and edits of the text and recommendations to authors.

After the review, the reviewer recommends the classification of the type of the manuscript:

- Original scientific article
- Review scientific article
- Short scientific article
- Professional article
- Review, book review, critique
- Polemic, discussion
- Interview
- Popular article
- Other articles and essays

Igra ustvarjalnosti (*IU*) / *Creativity Game* (*CG*) is currently published in electronic format only, and uses an electronic submission and review process. To unify the process and, also, to protect reviewer anonymity, please find below some technical instructions for inserting comments and recommendations directly into the text of the manuscript.

For Microsoft Word 2007

The insertion of revisions and comments directly into the text of the manuscript is made in the Word file, by turning on the Track Changes command on the Review tab.

The command has to be set before you start editing:

1 Click the Review tab > Track Changes > Change Tracking Options. For illustration, please see the figure below. For Insertions select Underline and blue colour, for Deletions select Strikethrough and red colour.

	Navod	ila za recenzije v elektronski obliki - recenze	enti [Compatibility Mode] - Microso	oft Word
rences Mailing	s Review View PDF Acroba			
tion ScreenTip *		Final Showing Markup	📝 📝 🤧 Previous	
guage :ount	New Delete Previous Next Tr		? 🗙	are Show Source Protect
	Comment Comments	Track Changes Options		Documents * Document * Compare Protect
	Da bi postope	Markup		ev
	elektronski ob		Color: Blue	tom in
	avtorjem) in o	Deletions: Strikethrough	Color: Red Y	jati enoten
	pristop, zato v	Changed lines: Outside border	Color: Auto	
	Microsoft Wo			
	Recenzija se p	1		di
	spremembam celotno funkci			imo, če si
	Orodja (Revie		Color: Green	nembe
	(highlight cha		Color: Green	nem tekstu
	označite podči	Table cell highlighting	Careen	vo).
			Merged cells:	
	Recenzija se p	1		di
	spremembam- celotno funkci		Split cells: Light Orange 🎽	10, če si
	Orodja (Tools			ight
	changes) (ozn		Color: By author	označite
	podčrtano in n	Balloons	Epidi . By author	
	Document2 - Microsoft	Use Balloons (Print and Web Layout):	Only for comments/formatting	
	Bie Edit Vew (insert Form)			×
			Measure in: Centimeters	
		Margin: Right 👻		
		Paper orientation in printing:	Preserve	
		Equal of a ratio of a		
			OK Cancel	
	3.1	elektronski obliki, saj to zmanjša stroške (ti Mark: avtorjem) in olajša pregled nad popravki av	Strictrough	
		enoten pristop, zato vam posredujemo nasle Charged I	Red Constant	
		Recenzija se pripravi na podlagi <u>wordove</u> d spremembam« (<u>track changes</u>), ki jo najdete _{Cojor} :	(none) Providew Formatted text	
	÷.	celotno funkcijo prvo nastavite: Tools – track changec – highlight changes (
		Marig		
lavodila za rece	🛛 🌈 Javni razpisi Sl 🛛 🍋 Navodila	recent		
navodia za rece		recerz		

2 It is also important to first change the initials to make sure that the review is anonymous. For this, select Track Changes on the Review tab, then click Change User Name. In the User Name box replace the identity with »REVIEW«, and replace the Initials with »REV«.

Word Op Popular Display Proofing Save Advance Customia Add-Ins Trust Ce Resource	d te te te te te te te t	n① creen Reading view① iptions in ScreenTips	
	User name: RECENZUA Initials: REC Choose the languages you want to use		3

3 The reviewed file should be renamed by adding the code of the manuscript and _rev: e.g.IU02_rev.doc

Older Word versions

The review is prepared based on the Word file, by turning on the Track Changes command on the Tools tab. Please, set the command before you start editing:

select Tools > Track Changes > Highlight Changes (tick all three options) > Options (for Inserted Text use Underline and blue colour, for Deleted text use Strikethrough and red colour).

	ment2 - Microsoft Word			<u>_ 8 ×</u>			
12 🖬							
Eile Edi	View Insert Format Tools Table Window Help Adobe PDF			×			
🗅 🗳 I	🖥 🗟 🖇 🖻 🛍 🕶 • 🖙 🍓 100% 🔍 🛛 🙄 🐂 Normal 🔍 Tim	es New Roman 💌 12 💌 🖪 🖌 💆	■ ■■■□□• ∠ •▲	$-$ = $x^2 x_2$,			
L	1 - 2 - 1 - 1 - 1 - 2 - 1 - 1 - 2 - 1 - 3 - 1 - 4 - 1 - 5 - 1 - 6 - 1 -	7 · · · 8 · · · 9 · · · 10 · · · 11 · · · 12 · · ·	13 · · · 14 · · · 15 · · · · · · 17 · · · 18 ·				
·		Track Changes	? ×				
E	Highlight Changes ? 🗙						
i.	Irack changes while editing	Track Changes					
-	Highlight changes on green	Inserted text	Preview				
		Mark: Underline	_ New text _				
-		Color: Blue					
.	OK Cancel Qptions	i, Deleted text					
-	elektronski obliki, saj to zmanjša stroške		Preview				
	avtorjem) in olajša pregled nad popravki						
	enoten pristop, zato vam posredujemo na	sle					
-	Recenzija se pripravi na podlagi wordov		Preview				
4	spremembam« (track changes), ki jo najo		Formatted text				
-	celotno funkcijo prvo nastavite:						
ம	Tools – track changec – highlight change		Preview				
-		Mark: Outside border					
9.		Colo <u>c</u> : Auto 💌					
-							
-13-1-15-1-11-1-10-1-0-1-8-1-2-1-9-1-2-1-9-1-2-1-5-1-5-1-5-1-5-1-5-1-5-1-5-1-5-1-5							
00							
-			OK Cancel				
6							
-							
10							
Ŧ							
ė							
-				-			
ġ				* *			
	* x G AutoShapes - 🔨 🔪 🗆 〇 🕋 🐗 🔯 🦉 - 🥖 - 🦾 - 三 🎟 吉 🖬 😭 👔						
Page 1 Sec 1 1/1 [At7,5em Ln 11 Col 82 [2cc [7:4] [2:4] [Sternlan L3]							
Star	🖪 🥏 🤄 🎽 🕅 Document2 - Mi		📢 💖 🎯 🛲 💷 SL 🔣 🗮 🕹	8:27			

Document2 - Microsoft Word	_ & ×
「日本市	
Ele Edit Yew Insert Format Tools Table Window Help Adolpe PDF	×
🗈 😂 🖬 💽 🔊 🐵 🐵 ・ · · · · 🍓 100% 🔮 🖸 🖞 Normal 🔮 Times New Roman 🔮 12 🔮 🖪 🗾 😇 三 三 信 律 住 🗆 · 🖉 · 🎍	$\cdot = \star^{2} \star_{2} \cdot$
Pomembno je, da predhodno spremenite inicialke, s čemer zagotovimo anonimnost recenzije. To naredimo tako, da v zavihku Orodja (Tools) izberemo Možonsti (Options) ter nato zavihek O upratoliku (User Information.) Volu I me in primek (Name) napišete »RECENZUJA«, pri Začetnicah (Initials) pa »REC«. Vew General Edit Pret Swe Speling & Gommu Text Charge User Information Compatibility File Locations New Belleng & Gommu Compatibility File Locations New Belleng & Gommu Compatibility File Locations New General Edit Pret Swe Speling & Gommu Compatibility File Locations New Belleng & Gommu Compatibility File L	¥ 4 3 8
Page 2 Sec 1 2/2 At 3,4cm Ln 3 Col 1 REC [TRK EXT SVR Slovenian 🛄	
:::::::::::::::::::::::::::::::::::::	3 3 3 3 8:52

It is important to first change the initials to make sure that the review is anonymous: in the Tools tab, select Options and then the User Information tab. In the Name box replace the identity with »REVIEW«, and in the Initials box replace the text with »REV«.

The reviewed file should be renamed by adding the code of the manuscript and _rev: e.g. IU02_rev.doc