GENERAL COMMENTS

Make sure the article you have been asked to review matches your expertise
The Editor who has approached you may not know your work well. Only accept an
invitation if you consider you have the experience and knowledge to review the article.

Timescale
Once you have received the article for review, you will be asked to complete it within 4-6
weeks. Information concerning the deadline expectations will be sent with the
request to review. If you know that you will not be able to complete a review within
the time requested, you should decline the invitation.

Conflict of interest
If the author has chosen that their review is not blinded – that is, you know their name,
and/or the institution in which they work - are you aware of any conflict of interest you
might have that makes it inappropriate for you to undertake the review?

Adherence to guidelines
Check the Guide for Authors, to ensure that the paper meets the aims and scope of the
journal. Has the author followed the requirements as stated in the Guidelines for
Submission?

Organising your feedback
• Number your comments so that the authors can easily refer to them.
• Be specific - refer to page and line numbers in the paper where you wish
  changes to occur.
• Be careful not to identify yourself by your comments or by the file name of your
  report if you submit it as a Word file.
CHECKLIST FOR REVIEWERS

Originality
Is the article sufficiently original and interesting to merit publication?

Title
Does the title clearly describe the article?

Abstract
Is the abstract written in a way that is sufficiently comprehensible to give you a clear idea about the subject matter of the paper?

Introduction
Does the introduction clearly and succinctly present and contextualise the focus of the research?

Methodology and methods
Does the author accurately explain the methodology, and describe the methods used to collect the data? Is the methodology appropriate to the question being explored?

Findings
Are the findings clearly explained, with appropriate supporting evidence?

Conclusion/Discussion
Are the claims in this section supported by the findings, and do they seem reasonable? Does the conclusion explain how the research has made an original contribution to knowledge?

Plagiarism
If you suspect that an article is largely copied from other work, please inform the editor, providing as much supporting evidence as possible.
KEY POINT TO CONSIDER WHEN WRITING UP THE REVIEW

Once you have completed your evaluation of the article, the next step is to write up your review. Below are some key points to consider during this task.

Summary of the article
It can be helpful to provide a brief summary of the article at the beginning. This orientates the editor in relation to the subject matter, and enables both the author and editor to see that you have understood the paper.

Highlight key elements
Your review should identify the key strengths and weaknesses of the paper as you perceive them, ensuring that you include specific examples to support any stated opinions. Feedback should be respectful and constructive, and should not include any generalised negative comments.

Classify your recommendation
When you make a recommendation regarding an article, select one of the following:

• Accept
• Accept subject to minor revision
• Resubmit following major revision
• Reject

Explain your judgement
You should explain and support your judgment so that both editors and authors are able to fully understand the reasoning behind your comments.

Proposing a revision
Ensure that you explain what kind of revision is required, and be clear about what you are suggesting the author should do.
Inform the editor whether or not you would be happy to review the revised article.

**Acceptance/Rejection**
The final decision of whether to accept or reject a particular manuscript lies with the editor. The editor will look at all opinions, and may call for a further opinion before making a final decision.

**Accessibility of reviewer’s comments**
The author will only receive comments that have been written specifically for her/him. The editor reserves the right to edit these.