

Raumforschung und Raumordnung | Spatial Research and Planning

Handout on referee reports of papers submitted as 'Practice reports'

Many thanks for your willingness to referee a paper for the journal 'Raumforschung und Raumordnung | Spatial Research and Planning'. Your report is of great importance for our work and helps to ensure the high quality standards of the individual article and thus the entire journal.

If any conflicts of interest should arise (e.g. if in recent years you have co-authored publications with the author or worked on joint research projects), please let us know. We ask that you complete your report in the language used in the submitted paper.

In the following we summarise a number of points that we regard as important in order to facilitate the preparation of your referee report. A short assessment form is also provided in which you can record a number of formal points, if you should so desire.

Assessment criteria for the referee report:

- What practical planning and/or space-related issues are addressed in the paper?
- What original contribution does the paper make?
- Is the national and/or international state of debate considered?
- Does the paper make a contribution that extends beyond pure description?
- Are the contents of the paper consistent? This includes the appropriateness of the title and abstract and their fit with the main text of the paper.
- Does the conclusion of the paper fulfil the goals set out in the abstract and introduction, for instance, are recommendations for practice drawn up in response to the problem discussed?

Possible reasons for rejecting the paper may include:

- It presents a description of activities or situation without introducing anything original.
- Arguments are only given in brief or only one side of the debate is presented.
- The paper is only descriptive; there is no analysis or interpretation of own results.
- The paper is not structured in a comprehensible fashion.
- The paper contains gross errors in content that cannot be remedied by a rework.
- You identify one or more instances of plagiarism in the manuscript. In this case we ask that you also inform the editors. In the Editorial Manager the field 'Comments to Editor' can be used for this purpose.

Possible reasons for accepting the paper may include:

- The results are original and contribute not only towards a better understanding of the research subject but also to dialogue between academia and practice.
- The paper is well structured and includes substantial new content.
- The research results are of great substantive, methodological and/or practical relevance for the readership of the journal and thus for the scientific community.

Between direct acceptance and direct rejection there are of course a number of options for revising the paper so as to render it eligible for publication. In such cases please provide the authors with constructive criticism about how they should revise their paper.

Elements of this feedback could include:

- a short summary of the paper,
- an overview of the positive aspects of the paper (e.g. what works well and should be preserved),
- the key points that require revision and suggestions as to how they should be improved,
- short comments about what the authors should take into consideration during the revision.

On the part of the editors of the journal 'Raumforschung und Raumordnung | Spatial Research and Planning' we would like to draw your attention to the following points:

- It is not necessary to correct errors of spelling and grammar. The paper will undergo language polishing.
- When assessing the paper please consider whether you believe its contents to be suitable for publication in the journal 'Raumforschung und Raumordnung | Spatial Research and Planning'. The 'Aims & Scopes' of the journal can be found on the right of the [Homepage](#) under the heading 'Zielsetzungen'.
- If the authors should refer to a wider range of literature as part of their revision of the paper please list the full bibliographical references of the suggested sources at the end of your report.
- Finally, please indicate whether you consider it necessary to referee the paper again after its revision. The field 'Comments to Editor' in the Editorial Manager can be used for this.

We would like to thank you for your willingness to referee a paper for the journal 'Raumforschung und Raumordnung | Spatial Research and Planning'. Please do not hesitate to contact us with any questions you may have.

Heiderose Kilper, Andreas Klee & Angelika Krehl