Reviewers Guide

**PART A:**

**SECTION I**

|  |  |
| --- | --- |
| Reviewer’s Name: |  |
| E-Mail: |  |
| Manuscript Number: |  |
| Title: |  |
| Authors: |  |
| Date Sent To Reviewer: |  |
| Date Expected From Reviewer: |  |

**PART B: *Reviewer Only***

**SECTION II: Comments per Section of Manuscript**

|  |  |
| --- | --- |
| General comment: |  |
| Introduction: |  |
| Methodology: |  |
| Results: |  |
| Discussion: |  |

|  |  |
| --- | --- |
| Bibliography/References: |  |
| Others: |  |
| Decision: |  |

**SECTION III - Please rate the following: *(1 = Excellent) (2 = Good) (3 = Fair) (4 = poor)***

|  |  |
| --- | --- |
| Originality: |  |
| Contribution To The Field: |  |
| Technical Quality: |  |
| Clarity Of Presentation : |  |
| Depth Of Research: |  |

**SECTION IV - Recommendation: (*Kindly Mark With An X*)**

|  |  |
| --- | --- |
| Accept As Is: |  |
| Requires Minor Corrections: |  |
| Requires Moderate Revision: |  |
| Requires Major Revision: |  |
| Submit To Another Publication Such As: |  |
| Reject On Grounds Of (Please Be Specific): |  |

#### SECTION V: Additional Comments

#### Please add any additional comments (Including comments/suggestions regarding online supplementary materials, if any):

**Appendix**

**Ethical Guidelines for Reviewers**

* Respect confidentiality.
* Respect copyright protection of submissions by not using in their own research or work any unpublished data, information, interpretation, or discussion from a submitted article.
* Maintain objectivity in reviewing submissions and avoid personal criticism of authors.
* Be aware of potential conflicts of interest (financial, institutional, collaborative, or other relationships between the reviewer and author) and be willing to alert the editor to these, even if it means withdrawing themselves from reviewing a manuscript.
* Be vigilant for plagiarized material and/or falsified and/or manipulated data and be willing to alert the editor if this is suspected in a manuscript.