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Guidelines for Reviewer

Background

The contribution of a reviewer is an essential part of the publication process. The expertise in the field and updated knowledge of the reviewer is utilised for thriving science through high quality scientific publications. The objective of the review, by a reviewer is to assess the novelty and quality of the manuscripts for publication.

The Editorial Scholar is an online portal to access and track the manuscript allocated to reviewers and their recommendation. The online portal has a webpage containing the following tabs for navigation:

Guidelines

Guidelines contain a document about the expectation from a reviewer concerned for critical commenting, suggestions and overall improvement of the manuscript submitted to the journal.

Documents

The document is a part of the manuscript that contains only the title, abstract, body of the manuscript, references, tables and figures for review process. The documents can be considered for review as single blinded document, double blinded document and open review document, based on the review policy of the journal.

Evaluation

This tab contains the space to key-in general comments to the authors after the review of the manuscript. There is space for confidential comments addressed to the editorial office about the manuscript. The reviewer can provide ratings for the manuscript and recommendations for the future course of action.

Manuscript Ratings: Excellent, very good, good, average, poor, very poor

Your Recommendation: Revise (major revision), Revise (minor revision), Accept with revision, Accept manuscript, Accept manuscript (online only), Reject

The Recommendation should be substantiated with relevant opinions of the reviewers that is confidentially communicated to the editorial office.

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Submission

This tab facilitates the submission of the reviewed manuscript, containing the review comments and complete the submission of the reviewed manuscript.

Parameters for Manuscript Review

- ✓ Novelty of the study
- ✓ Presentation of study
- ✓ Attains the objectives of the study
- ✓ Correctness of the content
- ✓ Significance of the outcomes of the study
- ✓ Falls within the aims and scope of the journal
- ✓ Manuscript as per journal style guide

Review and Confidentiality

The information about the manuscript for review, entrusted to the reviewer, should be kept confidential. This confidentiality of the manuscript should be maintained by the reviewer during and after the completion of the review.

Fair Review

The reviewer is expected to be unbiased and should not be influenced by the type of research study, the geographical location mentioned in the manuscript, religious, cultural and political opinion of the author.

Points to Ponder

A few significant aspects to be considered for review of manuscripts.

- ✓ Clear description of the methodology and materials
- ✓ Authenticity of the results of the experiments or study
- ✓ Analyses of the results
- ✓ Check the incompleteness of the content
- ✓ Accurate presentation of the conclusion
- ✓ Easy to understand the language
- ✓ Systematic flow of the content

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Reviewer can get in touch with the editorial office through the contact in the journal website

Note: On successful completion of the review process, if the reviewed manuscript gets accepted by the journal, the reviewer will be felicitated with a certificate that can be downloaded from the reviewer portal. After receiving the communication regarding the acceptance of the manuscript, kindly login and download the certificate.