



IRECE - Guidelines for reviewers

Thank you for reviewing a manuscript for IRECE. Your expert opinion is crucial in ensuring that published manuscripts are of a high standard. This document contains information about the process of review as well as your responsibilities.

Instructions

As a general rule, we ask that your review be returned to the Paper Editor within six weeks unless otherwise advised. Your review should consist of two parts:

1. General comments in the *Review Evaluation* form – highlighting general and more substantial issues, especially those relating to content.
2. Specific comments and corrections made in the manuscript document itself (use the 'Review' tools in Word to do this) – indicating smaller corrections (e.g., typographical/grammatical errors), or where clearly specified issues need attention.

While stylistic issues are addressed in the later copy-editing stage, comments relating to issues of style will aid that process and are most appreciated, but not necessary.

Before returning your feedback, please ensure your anonymity by removing identifying information from both the *Review Evaluation* and the manuscript. In MS Word on a Mac, click "**Word**" (top left of the screen; or press Cmd + comma) > **Preferences** > **Security** > tick "**Remove personal information...**" > **OK** > **Save** the document.

General advice

Good feedback is specific, objective, and constructive, with appropriate substantiating references where required. Make clear whether a particular suggestion is essential (e.g., for justifying a conclusion) or whether it merely strengthens and/or extends the work. Suggestions for works to be included must have valid academic reasons, and not made merely to increase citation counts.

Although suggestions to improve clarity are important, be mindful not to attempt to rewrite the paper in your preferred 'voice' if the manuscript is basically sound and clear. Further, as IRECE is an international journal, please be aware of sensitivities around language issues, as some manuscripts may come from authors whose first language is not English.

Responsibilities

In agreeing to review a manuscript, you agree that:

- you have the subject expertise required to properly assess the manuscript content, and are confident you are able to do so within the agreed time-frame;
- you feel able to provide a fair and unbiased review;
- are not involved with any of the work in the manuscript; and
- are not reviewing or preparing a similar manuscript at another journal.

Please inform the Paper Editor immediately if you:

- suspect the identity of the author or become aware of a conflicting interest, or anything else that might prevent you from providing a fair and unbiased review;
- feel that you do not have the expertise to fully assess the manuscript;
- become aware of an issue that may prevent you from submitting a timely review;
- have concerns about ethical aspects of the work; or
- suspect plagiarism.

Confidentiality is vital to maintaining the integrity of the peer review process. Do not disclose details regarding the manuscript to anyone during or after the process beyond what is released by the journal. Please contact the Paper Editor if you wish to involve a student in the review process for teaching purposes.