

## REVIEWER GUIDELINES

### **The Responsibility of the Peer Reviewer**

The peer reviewer is responsible for critically reading and evaluating a manuscript in their specialty field, and then providing respectful, constructive, and honest feedback to authors about their submission. It is appropriate for the Peer Reviewer to discuss the strengths and weaknesses of the article, ways to improve the strength and quality of the work, and evaluate the relevance and originality of the manuscript.

In reviewing please pay attention to the following elements:

1. Articles should not exceed 4,000 words in length.
2. Figures should be limited to ten or fewer.
3. All tables, figures, and diagrams require captions.
4. References should be limited to 50 or fewer.
5. Sections within an article should be divided using sub-headlines.

### **Your Recommendation**

When you make a recommendation, it is worth considering the categories the editor will likely use for classifying the article:

- **Reject** (explain your reasoning in your report)
- **Accept** without revision
- **Revise** – either major or minor (explain the revision that is required, and indicate to the editor whether you would be happy to review the revised article). If you are recommending a revision, you must furnish the author with a clear, sound explanation of why this is necessary.

### **Final Comments**

- All submissions are confidential and please do not discuss any aspect of the submissions with a third party.
- If you would like to discuss the article with a colleague, please ask the editor first.
- Please do not contact the author directly.