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GUIDELINES FOR PEER REVIEWERS

InterViews follows **double blind review** policy.

Given below are general guidelines and roadmap for Peer Reviewers. These guidelines are further supplemented by the detailed guidelines given by COPE (Committee on Publication Ethics), which could be accessed here(https://publicationethics.org/files/Ethical_Guidelines_For_Peer_Reviewers_2.pdf/)

A. When Approached for Review

1. Respond within a reasonable time-frame (preferably within 7 days) as to your availability for doing the review.

2. Do an initial reading of the article. Agree to do the review only if you have the required expertise on the topic dealt with in the article.

3. If you do not have the expertise and you know another scholar who would be a better choice for the review, inform the Journal Editor of the same and pass on the contact details of the other scholar.

4. Be committed to completing the review and submitting the review report within the time-frame mutually agreed upon with the Journal Editor.

5. Declare any potential conflict of interest with the author (whose identity may be guessed even when identification details have been removed from the article) or with any matter discussed in the article, which might compromise your objectivity. Inform the Editor of the same and go by his decision.

6. Being a reviewer is an honorary service, with no financial compensation offered by Saint Claret College, Ziro (SCCZ). However, you will receive a free copy of the issue of the journal in which the article that you were asked to review may be published. Further, SCCZ will issue, upon written request, a certificate acknowledging your membership and its duration in the roaster of Peer Reviewers.

7. The inclusion in the Roaster of Peer Reviewers will be, initially, for a period of three years. It may be renewed on mutually satisfactory assessment of services.

B. During the Review

6. While reviewing if the reviewer realizes that he or she does not have the expertise to evaluate some of the contents or if any conflict of interest becomes discernible, inform the Editor immediately and follow his instructions.

7. Do not involve any other person in the review process, unless the reviewer has informed the Editor about the need to include another person with expertise and received permission for the same. Include the collaborating reviewer's name and details in the review report.

8. Keep the manuscript and all review details confidential.

9. If any ethical violation or plagiarism is noted in the manuscript, inform the Editor of the same.

10. Complete the review and submit the review report within the time agreed upon with the Editor.

C. Preparing the Report

11. Respond to the review parameters specified by the Editor. Prepare the report keeping in mind that the Editor is dependent on the reviewer for subject knowledge, sound judgement, and an objective assessment of the quality and publication-worthiness of the manuscript.

12. Use the template provided by the Editor.

13. Ensure that the language of the review is objective, professional, and free of any derogatory comments or unfounded accusations.

14. Be specific in identifying the strengths and weaknesses of the manuscript, and wherever possible, support your claims with evidence.

15. Prepare the report (following the template) with three different sections: the primary section, addressing the author wherein the reviewer will present his or her assessment; and a second section (if required) addressed to the Editor and marked as confidential. The third section will be the final

recommendation by the reviewer. The first section, addressed to the author, will be passed on to the author for the purpose of supporting the decision of the Editor informing the author of any one of the three decisions: manuscript isaccepted as is/ revision and resubmission are required / isrejected.

16. No identifying information of the reviewer will be passed on to the author.

D. After the Review

16. Upon publication of the article, the identity of the reviewer shall continue to remain confidential. The reviewer shall not reveal his or her identity to the author.

17. The reviewer shall keep the details of the manuscript and its review confidential.

18. After review and publication, if any significant information regarding the manuscript comes to the knowledge of the reviewer, the same shall be communicated to the Editor.

19. Cooperate with the Editor on any further requests regarding the manuscript reviewed.

20. The reviewer shall acquaint himself or herself with the detailed guidelines provided by COPE (Committee on Publication Ethics), which is available at https://publicationethics.org/files/Ethical_Guidelines_For_Peer_Reviewers_2.pdf

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e-mail: interviews.scc@gmail.com website: www.interviewsjournal.com