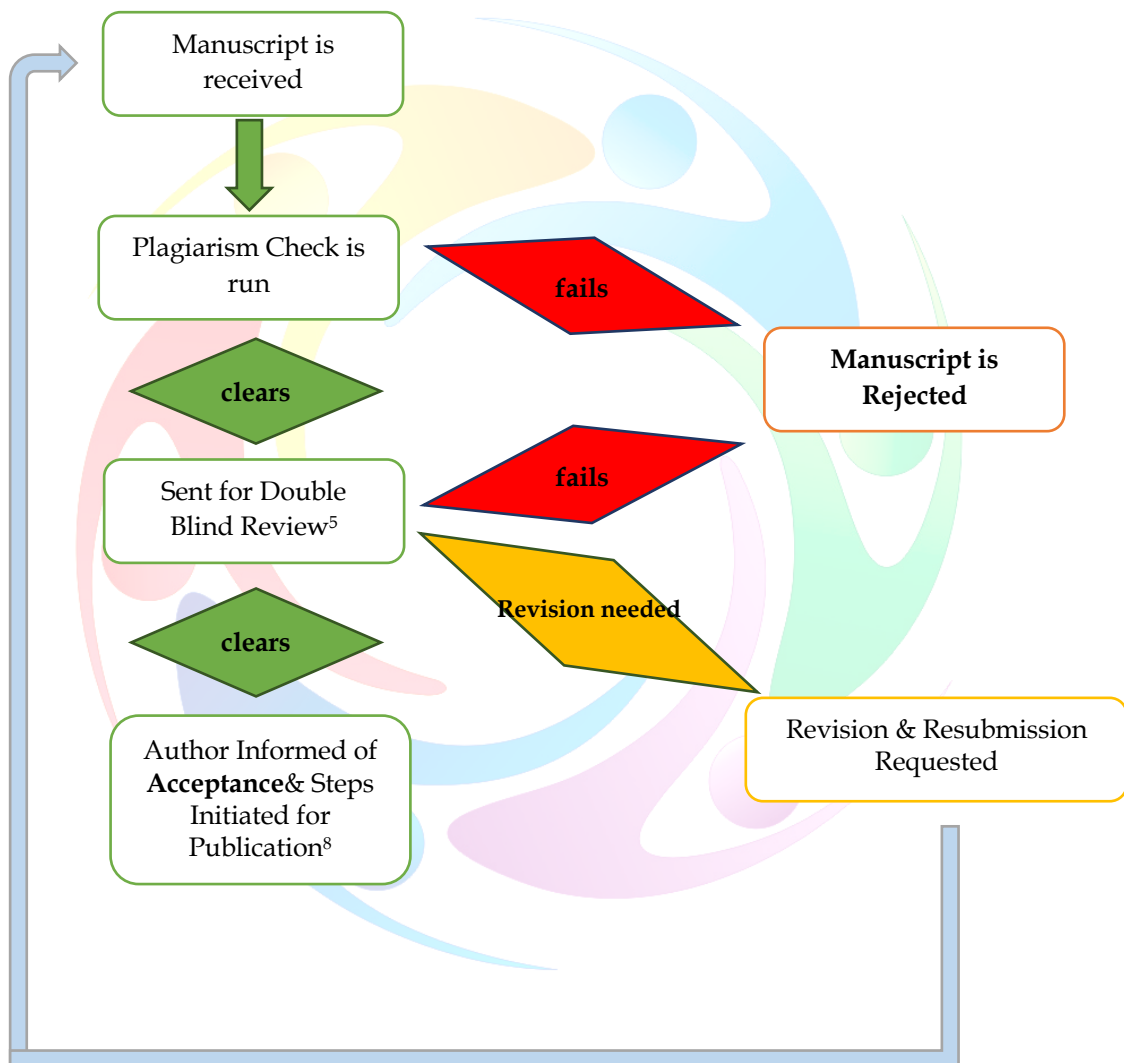


PEER REVIEW POLICY

Flow Chart of the Review Process



POLICY & PROCEDURAL MATTERS:

1. *InterViews* follows **double blind review** policy.
2. *InterViews* maintains a Roaster of Reviewers and invites interested scholars who meet the criteria to join the roster on a rolling basis. For the criteria, click [here](#).
3. Upon receipt of a manuscript, the Executive Editor removes all the identification details from the manuscript, by making it ready for blind review.
4. The manuscript is then forwarded to one of the reviewers from the Panel, chosen according to the goodness of fit of the reviewer's expertise with the disciplinary topic of the manuscript. If no such reviewer is available on the panel, a suitable reviewer is identified and requested on an ad hoc basis.
5. *InterViews* uses a **Peer Review Report Template**, which requires the Reviewer to rate the quality of the article on nine (9) parameters, viz., *introduction, literature review, methodology & quality of research, support of thesis & analysis, conclusion, research ethics, language & grammar, APA style, and citations & references*. Points are distributed across these 9, with a grand total of 100. An article is accepted for publication only if it scores a grand total of 60 points.
6. Additionally, the reviewer states briefly the strengths and weaknesses of the paper.
7. The reviewer makes one of the three recommendations: acceptable / acceptable with further modifications and revisions/ rejected.
8. Based on the reviewer's report, the Executive Editor writes to the author and follows up. The follow up includes the submission of necessary additional documentation such as all copyright permission documents, author declarations, contact details and bio-note of all authors, etc.
9. The entire peer review process is completed within 3 months of receiving the manuscript.
10. No identifying information of the reviewer or the author is passed on to either of them. The reviewer is required to keep the details of the manuscript and its review confidential, except when a legal requirement demands that it be made known.

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