

## **RAJAGIRI JOURNAL OF SOCIAL DEVELOPMENT**

### **Guidelines for peer Reviewers**

- Peer review is fundamental to the process of scientific publication and dissemination of knowledge and information.
- Peer reviewers should be experts in the specific field addressed in the articles they review, and should be selected for their objectivity and expert scientific knowledge.
- All reviewers should be informed of the publication's expectations.
- Reviews will be expected to be professional, honest, courteous, prompt, and constructive.
- The editors may routinely assess all reviews for quality; they may also edit reviews before sending them to authors.
- The submitted manuscript is a privileged communication; reviewers must treat it as confidential. It should not be retained or copied.

### **Extract from the Ethical Guidelines for Peer Reviewers (2013)**

- only agree to review manuscripts for which they have the subject expertise required to carry out a proper assessment and which they can assess in a timely manner.
- respect the confidentiality of peer review and not reveal any details of a manuscript or its review, during or after the peer-review process, beyond those that are released by the journal.
- not use information obtained during the peer-review process for their own or any other person's or organization's advantage, or to disadvantage or discredit others.
- declare all potential conflicting interests, seeking advice from the journal if they are unsure whether something constitutes a relevant interest.
- not allow their reviews to be influenced by the origins of a manuscript, by the nationality, religious or political beliefs, gender or other characteristics of the authors, or by commercial considerations
- be objective and constructive in their reviews, refraining from being hostile or inflammatory and from making derogatory personal comments.
- acknowledge that peer review is largely a reciprocal endeavour and undertake to carry out their fair share of reviewing and in a timely manner.
- provide journals with personal and professional information that is accurate and a true representation of their expertise.
- recognize that impersonation of another individual during the review process is considered serious misconduct.