Reviewer Guide

Thank you for becoming a JPAAP reviewer! Please see below for a step-by-step guide to the review process. You will receive an email when you are assigned an article to review:

JPAAP Reviewer

We believe that you would serve as an excellent reviewer of the manuscript '*title will be shown here*' which has been submitted to Journal of Perspectives on Academic Practice. The submission abstract is inserted below, and we hope that you will consider undertaking this important task for us.

Please log into the journal website by '*date will be shown here*' to indicate whether you will undertake the review or not, as well as to access the submission, and to record your review and recommendation.

The review itself is due '*date will be shown here*'.

Submission URL '*will be shown here*'.

Thank you for considering this request,

JPAAP Editors

Follow the submission URL link from this email and you'll be taken directly into the journal system to accept or decline the review.

You can read the abstract and check further details about the submission such as the list of contributors to check for any conflicts of interest.

Also check whether the dates are possible for you to undertake and complete the review. Each article is assigned a section editor who needs you to respond by a certain date as to whether you accept or decline – this allows the editorial process time to find a new reviewer if necessary. **The Review Due Date is the date that the review should be completed by.**

Click on the accept or decline buttons at the bottom of the page.

Declining the review will take you to an automatic email which you can add to with any reason for declining. This is useful for the editors to know, so that no further reviews are allocated to you if, for example, you are going to be unavailable for a period of time.

Accepting the review leads you onto step 2 Guidelines.

Read the guidelines and move onto step 3 Download & Review.

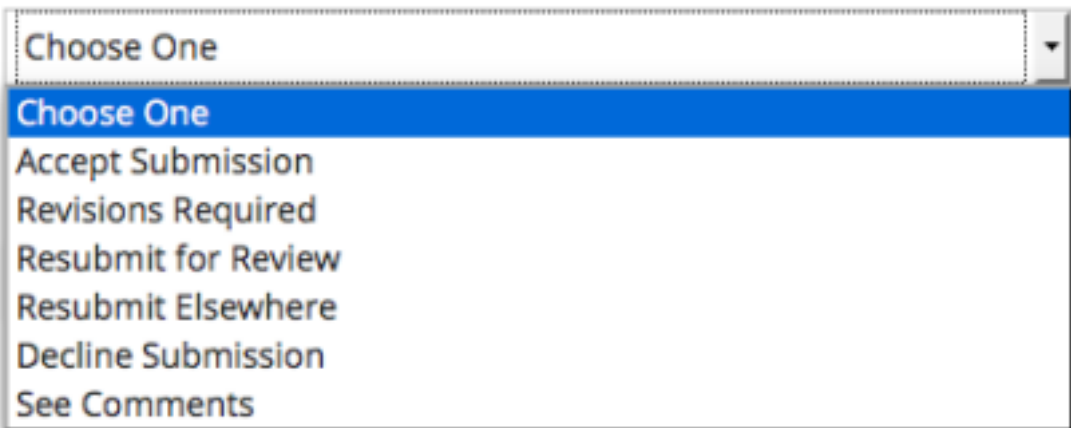Download the article which should be showing at the top of the page.

Once you've read the article you can then fill in the online review form, ticking the boxes

that apply.

Then fill in the Confidential Report for the Editor and Feedback for the Author/s. **You may wish to write your report for the editor and feedback for the author/s outwith the system and copy and paste it into the respective boxes - if the review does not submit properly it may not be possible to retrieve your report/feedback text.**

Then recommend a section of the journal for the article **which may be different to the submission section selected by the author.** You also have the option to upload any files, if perhaps you have made highlights in the article itself that you wish the author/s or editor to see.

Finally choose a recommendation for how the editor should proceed, this should be in line with the comments in your review form:

Then click button to submit review:

Recommendation

Select a recommendation and submit the review to complete the process. You r
recommendation.

| Revisions Required | ▾ |

Submit Review   **Go Back**

* Denotes required field

You'll be asked to confirm you want to submit the review. You cannot go back after this
stage.

Confirm   ✕

Are you sure you want to submit this review?

OK   **Cancel**
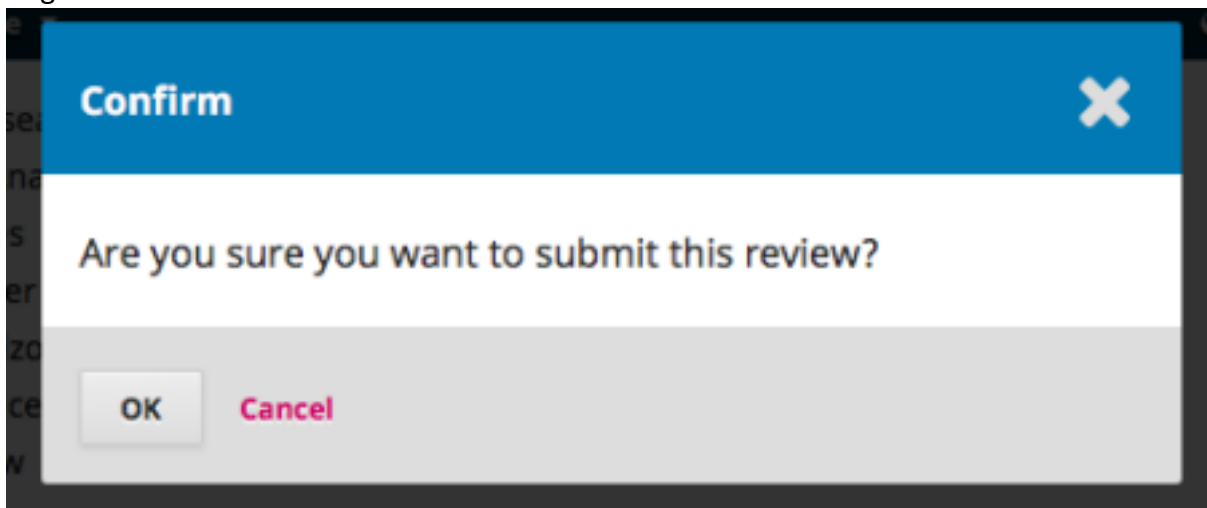
Your review will then be submitted.

If you have any questions about the review process that are not covered by this guide, please contact lorraineanderson1964@gmail.com