



# Your Role as a Reviewer

# First of all ...



Thank you for being a JPAAP reviewer!

Your role is vital to the support and production of the Journal.

We hope that the following four slides will act as a useful aide memoire for new and more experienced reviewers alike.

If you have any further questions, reviewer tips, or you'd like to update your reviewing interests then please contact

[lajpaap@outlook.com](mailto:lajpaap@outlook.com)



# 1. Your invitation to review

- You receive your invitations to review via the JPAAP email – make sure it's saved as a 'trusted sender' to avoid losing your invitation in the spam folder!
- Deadlines are important – your initial response (accept or decline) to the invitation and the review submission deadline
- It is not a problem to decline reviewing requests and it's helpful to let the section editor know the reason (e.g. if you are a personal acquaintance or you will be away or unavailable for a period of time)
- Remember that this is an open review process and that the names and institutions of the author/s and reviewers are visible to one another

## 2. Getting started with your review



- Does the article read well?
- Is it well structured?
- Is the argument coherent?
- Does it make appropriate use of the literature presented?
- Are you aware of any gaps in the literature?

Reviews should be written in a helpful and constructive way, bearing in mind that the author/s may be new to writing for publication and will appreciate clear and constructive feedback. You should **not** communicate directly with the author/s outwith the JPAAP system but if you feel it would be useful to do so then you should contact the section editor for the article in the first instance.

# 3. JPAAP style guidelines



Familiarise yourself with the author guidelines in addition to the reviewer guidelines on the review form.

Look out for:

- correct use of font and heading styles as per the [JPAAP template](#)
- correct use of APA 7th edition style
- clear ethical approval information where student or staff data is used
- use of British English
- all references cited in the text included in the reference list (and vice versa!)

Does it need a further spellcheck or proofread?!?

# 4. Tips for reviewers



- You can annotate the manuscript directly and upload it with your review - this is welcome but not required – **but it should be noted that an annotated script does not replace a written review**
- Write your review outwith the system and copy & paste it into the form to avoid losing your text!
- Remember that you may be asked to review an article again on resubmission if it has required extensive amendment
- Don't be afraid to ask - there are no stupid questions - email Lorraine in the first instance [lajpaap@outlook.com](mailto:lajpaap@outlook.com)