

JEET Peer Reviewer Responsibilities

Peer review is vital for academic publications. As a reviewer, you are responsible for carefully reading the manuscript and evaluating its strengths and weaknesses. Each reviewer is expected to provide useful comments that are targeted towards improving the quality of the manuscript and addressing any weaknesses that you are concerned about. It is recommended that in addition to providing detailed feedback in the form of comments, reviewers should download the manuscript and provide suggestions and highlight issues in the manuscript itself.

Before Accepting a Reviewing Assignment

1. Check to see if there are any conflicts of interest. For example, if you are related to or good friends with one of the authors, or if you are employed by the same organization as the authors, you should bring this to the editor's attention.
2. Read the abstract to determine if the article you are being asked to review matches your expertise.
3. Make sure that you will have sufficient time to complete the review. JEET expects reviews to be completed in 3 weeks.

Guidelines for Performing the Review

As you review the article, refer to the author/reviewer guidelines for JEET:

Heading/ Sub-heading	Evidence	Yes/No/ N/A
Title	Does the title summarize the main theme of your paper?	
Abstract	Is the significance of your research made clear?	
	Is the purpose/aim of the research included?	
	Does the abstract include the participants' details, materials and procedure?	
	Is the salient result mentioned?	
	Is the implication of research included?	
	Is the information provided in the abstract consistent with the rest of the paper?	
	Does the abstract state the main conclusion?	
Introduction	Does the opening sentence state the importance of the chosen topic area?	
	Is the background information about the topic of the paper provided?	
	Is a review of related literature (previous work done on this topic) included in introduction?	
	Is the latest research in the chosen area included in introduction?	

	Is the significance of the study made clear?	
	Does this section include the absence of the focus /foci of the article as a justification for the need of the study?	
	Is the purpose of the study mentioned at the end of the introduction?	
	Are the research questions and hypotheses made clear?	
	Is the chosen topic approached with a clear structure, based on the variables considered?	
	Does each paragraph have a topic sentence with appropriate and adequate details?	
	Are all references made in this section acknowledged appropriately?	
Methods		
Participants	Does the methods section include the number of participants in the study (total, male and female)?	
	Does it include the criteria/sampling procedure used to select the participants?	
Materials	Does the Methods section include how the information related to the study is collected from the participants?	
	Does it include sample items from the questionnaire?	
	Does it include a standardized tool with appropriate citing?	
Procedure	Does this section include how and when the data would be collected from the participants?	
	Does it mention the duration considered for data collection?	
Results	Is the overall factual answer to the question implied in your purpose statement in this section?	
	Is the Results logically organized?	
	Are the findings presented in one place only? (Text/Table/Figure) <ul style="list-style-type: none"> - The text is most appropriate if the information can be summarized in a few sentences - A Table of information is useful, if precision is important and the data are copious - A Figure is used when the relationships and trends in the data are important 	
	If the researcher has designed a questionnaire, does this section include its reliability index?	
	Does this section mention only the facts? Any interpretation/speculation/explanation should be under the Discussion section.	
Discussion	Does this section start with the purpose and answer to the research questions mentioned in the Introduction section?	
	Is the meaning and significance of the results explained?	
	Are the results being compared to those of others? (consistent	

	to others' findings/In contrast to others' findings)	
	Is consistence or contrast of the findings explained/speculated/interpreted adequately?	
	Is any of the results repeated or presented for the first time?	
Conclusion	Is there an effective conclusion?	
	Is the purpose/idea mentioned in the Introduction restated?	
	Does the conclusion sum up the results of the investigation/research mentioned in the introduction?	
	Are the recommendations further research provided?	
	Are the implications of the study mentioned in this section?	
References	Is the Reference section laid out in the appropriate format (APA recommended)?	
	Is there a reference in the reference list for every citing presented throughout the article?	

Referring to the table above, write your review keeping in mind the high-level quality metrics listed below:

1. Originality or novelty of work
2. Significance of the contribution
3. Relevance to the readership of JEET (i.e. fit)
4. Quality and clarity of writing

Keep in mind that the review is intended as a quality check as well as useful feedback for the authors. Be kind and thoughtful, even for papers that do not meet the standards of JEET. Harsh or discouraging language is not appropriate for peer reviews. All manuscripts submitted to JEET undergo strict plagiarism checks before they are assigned for review. However, if you do find anything in the article that appears to violate copyright or plagiarism policies, please contact the editor right away.

Upon Completing the Reviewing Assignment

Submit your comments and upload the MS Word or PDF file of the manuscript with your comments and highlights.

If you have questions at any point during the review process, please email the editor through the reviewer portal on the JEET website.