

## **MANUSCRIPT REVIEWING GUIDE**

**This reviewing guide contains three pages and has the following items:**

- **IJOBEX Review Process**
- **Manuscript Reviewing Guidelines**

# Journal Review Process

## IJOBEX'S REVIEW PROCESS

International Journal of Organizational Business Excellence (IJOBEX) follows a double-blind peer review process, whereby authors do not know the reviewers and the other way around. Peer review is considered to be fundamental in a scientific publication process and the dissemination of sound science.

## REVIEW QUALITY

IJOBEX considers its reviewers as experts in the scientific topics addressed in the articles they review. They provide written assessments towards the strengths and weaknesses of written research with aims to improve the reporting of the research and identifying the most appropriate and highest quality material for the journal. Individuals who do not have such expertise is not encouraged to be reviewers.

Ratings of review quality and other performance characteristics are periodically assessed by the Executive Editor to assure optimal journal performance. These ratings also contribute to decisions on reappointment to IJOBEX Editorial Board and to ongoing review requests. Individual performance data on Reviewers are available to the Editors but otherwise kept confidential.

Reviews are expected to be **professional, honest, courteous, prompt and constructive.**

## WHAT IS EXPECTED OF REVIEWERS?

Reviewers are welcome to recommend a particular course of action, but they should bear in mind that the other reviewers of a particular paper may have different technical expertise and/or views, and the Journal's editors may have to make a decision based on conflicting advice. The most useful report, therefore, provide the editors with the information on which the decision should be based. Setting out the arguments for and against publication is often more helpful to the editors than a direct recommendation one way or the other.

The submitted manuscript is a privileged communication; reviewers must treat it as confidential. It should not be retained or copied. Also, reviewers must not share the manuscript with any colleagues without an explicit permission to the Executive Editor.

## **PUBLICATION ETHICS**

Plagiarism is a scientific misconduct and is an unacceptable violation of publication ethics. It should be dealt with promptly.

The Journal's editors and reviewers are the primary means of **detecting plagiarism** in manuscripts submitted to IJOBEX. If reviewers **suspect misconduct**, they should notify the Executive Editor in confidence, and should not share their concerns with other parties unless officially notified by the journal that they may do so.

## **TIMELINESS**

Reviewers should be prompt with their reviews. If a reviewer cannot meet the deadline given, he/she should contact the Executive Editor as soon as possible to determine whether a longer time period or a new reviewer should be chosen. Typically, the time to complete the **first review** is **3 weeks**.

**Reviewer's Guidelines for Article Evaluation**  
**International Journal of Organizational Business Excellence**  
**(IJOBEX)**

*Blind review is a thankless task yet of such importance to the standing and quality of an academic journal. To acknowledge your valued contributions, we publish the names of our valued reviewers in our journal from time to time.*

Please state in your review if the article fulfils the criteria below along with the manuscript softcopy (*only if you have provided any annotations*). Please submit the **CLAIM** form if you wish to be paid for the evaluation.

**Evaluation Criteria for Regular Articles**

1. **Theoretical/Conceptual Soundness:** The article should make references to the previous research or theories on the reported study. The theory, if any, behind the research should be logically applied and thoroughly justified. It should correctly interpret and appropriately synthesize relevant previous research. Finally, are the hypotheses, if any, derived from the theory to be tested, clearly stated, and are they actually tested?
2. **Methodological Soundness:** Qualitative or quantitative empirical studies reported on should have a systematic and coherent method of study. The article should include a clear account of the study's project background, objectives, subjects, methodology (methods should be the most recent, if not, the relevancy/appropriateness should be questioned), data analysis and conclusions.

The reviewer should comment accurately and constructively upon the quality of the author's interpretation of the data, including acknowledgment of its limitations.

Are the appropriate analytical techniques applied to the data collected, and the results correctly interpreted? Are the conclusions and/or the implications correctly derived from the research findings?

3. **Contribution:** Does the article advance knowledge in/of the discipline? Are the findings and their implications noteworthy? Is the paper of interest to many people in the field or at least one segment of it (e.g., academics, practitioners, public policy makers, consumers etc.)?

The articles should also discuss the implications of the reported project, and/or report any conclusions or products which may be of relevance to future research, development or practice.

4. **Communication:** The article should be of an acceptable quality in terms of linguistic accuracy, clarity and coherence. Is the article clearly written and the major points easily grasped? Is the article laid out in a logical format? Data presentation/tabulation?: Any irrelevant tables/figures should be checked?

The reviewer should comment on major **strengths** and **weaknesses** of the manuscript as a written communication, independent of the design, methodology, results and interpretation of the study.

Reviewers' comments should be constructive, professional and sufficiently specific to help the authors improve article when revising it for publication or re-submission to IJOBEX (in the event that is rejected by IJOBEX). If reviewers suspect **misconduct**, they should notify the Executive Editor in confidence, and should not share their concerns to other parties unless officially notified by journal that they may do so.

### **Evaluations Criteria for Review Articles**

1. Defines, clarifies, and provides a concise review of the author's arguments and essential supporting information.
2. Summarizes previous investigations in order to inform the reader of the state of current research, its relevance and provides an overall understanding of the book's contribution to scholarship.
3. Identifies relations, contradictions, gaps, inaccuracies and inconsistencies in the book.
4. Identifies presence of ideological biases or exaggerations in information or argument.
5. Errors in grammar, diction and sentence structure do or do not impede reading.
6. Clear rhetorical structure and organization to the review.

### **Editor-in-Chief**

**International Journal of Organizational Business Excellence**

**IJOBEX**

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