

# Tips on how to review a paper presented for publication

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# Understand the goal and the process

- We are in a competitive environment, looking for quality articles to attract scientific authors/readers (visibility)
- JOECSA is a young journal (editors and reviewers on the learning curve) hence reviewers to assist to edit articles
- Ideally, articles should be screened by the editorial team for relevance and compliance with guidelines before peer review
- An article should be reviewed by at least 2 peers (ping-pong) to ensure quality and minimize conflict of interest/bias
- Editors verifies finalized articles and groups them into a journal

# What to look in regard to quality

- **Importance:** journal articles are addressed to peers who are interested in contemporary topics
- **Originality/substantial contribution to knowledge:** new evidence, method/approach or combinations of both
- **Prose and clarity:** writing style/language/presentation
- **Learning opportunity on and important topic:** for example invited review articles

# Compliance with journal standards

- Does the article comply with the journal format/structure?  
IMRAD is the standard structure for scientific journals
- Is there consent to publish data, photos and materials from other sources
- Have the authors given due recognition to previous studies. Is there evidence of cheating/plagiarism?
- If you note gross violations, stop review and alert the Editor in Chief for further directions

# Review of specifics paragraphs (plenary discussion)

- **Title:**
- **Introduction:**
- **Methods:**
- **Results:**
- **Discussion:** What about the opening sentence and the concluding statement?

**ALWAYS ASK: HOW DOES THIS RELATE TO THE OBJECTIVE?**