

GUIDANCE FOR REVIEWERS

The review process involves sending papers to at least one expert for review. Thereafter, any acceptable paper may also be sent to English editor and/or statistical adviser.

The manuscript is a confidential document and therefore should not be discussed with anybody else. Any communication with the author of the manuscript must be done through the Journal Editorial office.

The reviewer provides advice to the Editor-in-Chief, who makes the final decision, together with members of Editorial Board. The Editor-in-Chief normally passes on comments to the author.

As a practice, the author and the reviewer are not known to each other unless otherwise requested by either party. In any case, such disclosure and communication is facilitated by the Editor-in-Chief of *International Diplomatic Review Journal*.

Even if a paper is not accepted, constructive comments that might help to improve the paper, or in preparing a fresh paper will be passed on to the author. For this reason, reviewers are requested to give detailed comments (with references, where appropriate) that will help the Editor-in-Chief to make a decision on the paper and the authors to improve it. Send detailed comments separately and make your recommendations and any confidential comments to the Editor-in-Chief on a covering letter by electronic means. Corrections can also be made on the actual text itself and highlighted for the benefit of the author and the editor.

The broad aspects that the reviewers are requested to comment on include:

Focus:

- The focus must be research and development linkages
- Is this the case here?

Originality:

- Originality is the major criterion for acceptability of manuscripts
- Scientific reliability
- Overall design of the study
- The research undertaken-adequately described and the conditions defined

Methods:

- Adequately described?
- Appropriate

Results:

- Relevant to problem posed?
- Credible
- Well presented (including use of tables and figures)?

Interpretation and conclusions:

- Warranted by the data?
- Reasonable speculation?
- Is the message clear?

References:

- Relevant?
- Has the most current literature been used?
- Any glaring omissions?
- As per *The International Diplomatic Review Journal* requirements?

Importance of the work:

- Suitability for *The International Diplomatic Review Journal* and overall recommendation.
- Appropriate for general readership or more appropriate for special journal?
- If not acceptable, how can the paper be made so?

Other points:

- Ethical aspects
- Need for statistical assessment
- Presentation (including writing style)

CHECKLIST [Self-Administered]

Note: This checklist should be submitted with the manuscript

[Please send your manuscript electronically as an attachment in MS WORD]

Title of paper: _____

Author (s): _____

Corresponding author: _____

Consent of co-author (s): _____

Name and address of corresponding author: _____

Name and address of co-authors (s): _____

Word count

(a) Abstract: 250 (for review and original articles) _____

(b) 4000 - 5000 for original articles (excluding abstract, references and tables) _____

(c) 6,000 for review article (excluding abstract, references and Tables) _____

References

(a) Cited within the text correctly _____

(b) Consistent in-text and end-text citation _____

(c) Between 40-60 for review articles _____

(d) Not exceeding 30 for original articles _____

(e) Key words not exceeding seven _____

Figures and Tables

(a) Cited consecutively in the text _____

(b) Are captions appropriate? _____

(c) Figures placed after references (each figure on a separate page) _____

(d) Tables placed at the end, after figures (each on a separate page) _____

(e) A maximum of six figures for review/original articles _____

(f) A maximum of six tables for original/review articles _____

(g) Definitions of abbreviations that appear on tables and figures provided _____

(h) Symbols and numbering clear and large enough _____

Category of article clear (i.e. original or review article):

Note:

Because there is no charge to publish articles, the author is expected to take full responsibility over the quality of the article. Thus manuscripts not conforming to this self-administered checklist will be returned. Please, attach the checklist to your manuscript.