The School of Public Policy Publications - Guide for Reviewers

Double-Blind Review Process

For SPPP Research Papers, the editors will request reviews from at least two external peers. Reviewers are asked to advise the commissioning editor/s whether it meets a high intellectual standard, with specific attention paid to the authors' analysis of data and review of the literature relevant to the particular policy issue. To facilitate the process, we ask reviewers to **provide an anonymous report** (see instructions in the Appendix below on how to make review reports anonymous). The report's structure can vary, but it should include all key elements of the reviewer's evaluation. The report can provide general comments on the appropriateness of the paper for publication by SPPP (including readability and accessibility by a broad audience) and specific comments on its organization, methodology, and soundness as well as the substantive significance of its results and conclusions.

We provide the following rubrics as areas reviewers may wish to touch on in their review. Using these rubrics as guides, we ask reviewers to create an anonymous, detailed report that will be sent to the editors and will also be shared with the authors.

- Have the authors defined their topic and approach appropriately?

- Is their treatment of the topic innovative and engaging?

- Is the paper's policy relevant and does it contribute to current policy debates?

- Are the methods appropriate and rigorous?

- Are the discussion and conclusions well balanced and adequately supported by the data?

- Have the authors used a clear and understandable style in making their argument and presenting their data?

- Are there any substantive issues? These might include background literatures or analyses that you feel are missing or underrepresented.

- Are there any technical and/or formatting issues? These might include copy-editing requirements or missing labels on figures

- If you are asked to cut this paper for clarity and brevity what would be your suggestions?
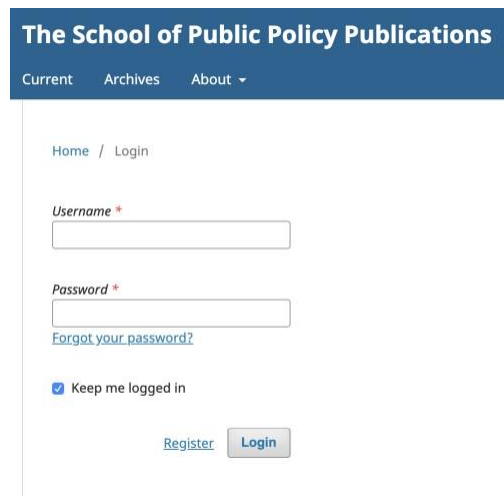
To expedite the publication process, we ask reviewers to complete their review either within three weeks of receiving the paper, or within the specific time frame requested by the editors. Additional time may be requested by the reviewer when first accepting the request for review. Reviewers unable to provide a timely report either due to other demands or a mismatch in expertise are requested to inform the editor handling the peer-review process as soon as possible. Suggestions for alternate reviewers are always appreciated.

Reviewers will also have the opportunity, using the online publishing platform, to communicate directly and confidentially with the editors. Topics you may wish to raise to editors might include not only your general opinion of the manuscript, but any specific concerns you might have regarding a conflict of interest or suspicions of duplicate publication, fabrication of data or plagiarism.

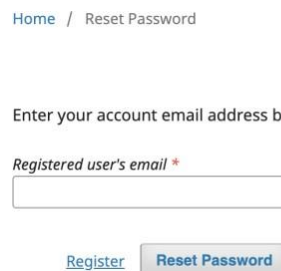**Visual Guide on How to Submit the Review through the Online Editorial System**

This guide assumes you have received a review invitation email from The SPPP online

publication platform, which includes the paper title and abstract, as well as the journal's URL

and a username and password for you to log into the journal. If the URL link does not work,

follow steps below:

1. Navigate to the SPPP website (https://journalhosting.ucalgary.ca/index.php/sppp/login)

   and log in to your account using the username and password previously provided. If you

   do not remember this information, please follow these steps to reset your password:

   a. Click on login and then click on "Forgot your password" as shown below:

   b. Then enter your academic/university email address in the box; you will receive an

   email prompting you to reset your password.

2. Once logged into your profile, you will be taken to your dashboard where you will see your queue of active submissions. You may have different roles. <u>Click on the paper you have been assigned to review,</u> it will not have an author name and it will have due dates.

3. After clicking on the paper you are reviewing, the website will take you into step one of the review process. In step 1 '**Request**', notify the relevant editor as to whether you will undertake the review or not by scrolling to the bottom of the page and clicking one of the two options as shown below:

Important Note: If you are willing to review the paper, you need to click on the '**Accept Review, Continue to Step #2**' link

4. Once accepted, you will begin to go through the steps

Review: *EX - 99 Example Paper*

| 1. Request | 2. Guidelines | 3. Download & Review | 4. Completion |

5. Step 2 '**Guidelines**' will be empty, please proceed to step 3

6. In step 3 '**Download & Review**' you will be able to download the paper; type your review **(Top text box makes it available to both editor and author, Bottom text box is only available to editor),** or upload your review document; contribute to or add review discussions; and finally make a recommendation to the editor. (Shown below)

Review
Enter (or paste) your review of this submission into the form below.

For author and editor

Powered by TinyMCE

For editor only

Powered by TinyMCE

Upload
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files   Q Search   Upload File

Recommendation

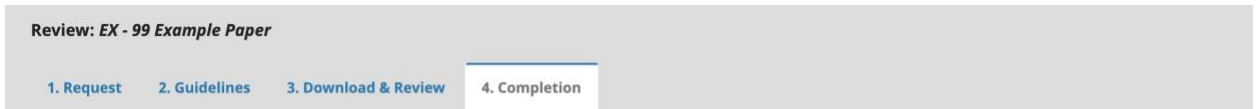Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

```
✓ Choose One
  Accept Submission
  Revisions Required
  Resubmit for Review
  Resubmit Elsewhere
  Decline Submission
  See Comments
```

Choose a recommendation then click accept to complete step 3.

7. Upon completion of step 3, you finish up the process and come to step 4 '**Completion**'. However, you will still be able to add and contribute to the review discussions of the paper. You will also be able to go back through each step.

Review: *EX - 99 Example Paper*

| 1. Request | 2. Guidelines | 3. Download & Review | 4. Completion |

Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

Review Discussions   **Add discussion**

Name		From	Last Reply	Replies	Closed
	No Items				

Note: If you have any questions about the online publication platform or SPPP processes, please contact spppublications@ucalgary.ca

Appendix

How to Make Review Report/s Anonymous in Word Document

In Windows:

1. Go to "File"

2. Select "Info"

3. Click on "Check for Issues"

4. Click on "Inspect Document"

5. In the "Document Inspector" dialog box, **only select/tick** the check box "**Document Properties and Personal Information**". Make sure other boxed are un-ticked.

6. Click "Remove All" 7. Click "Close"

8. Save the document

In Mac (Word 2016):

1. Go to "Tools"

2. Select "Protect Document"

3. In this menu find the checkbox "Remove personal information from this file on save" and check the box

Go to "File" and select "Save"