

Guidelines for Reviewers

1. Introduction

Peer review is a confidential, collaborative, and volunteer process between the journal, reviewers and authors of the manuscript. In this process independent experts (reviewers) evaluate a manuscript in their relevant field of research, which helps the author (s) to improve their work and, and helps the editor to assess the suitability of the manuscript for publication in the journal. Furthermore, the review process helps the reviewers to build relationships with the editorial team of the journal and improve their academic and professional profile. IRHSR greatly appreciates the reviewer's time, efforts and contributions.

2. Instructions

When you receive an invitation to review a manuscript, you should consider the following points:

- a. Is the article in your area of expertise? (Relevant Expertise!)
- b. Are you able to complete the review in the allotted time? (Time availability!)
- c. Do you have a potential conflict of interest? (Conflict of Interests!).

After considering the above points, you decide either to (i) decline or (ii) accept the invitation to review the manuscript.

- (i) If you decline the invitation because you cannot review the manuscript for any reason, kindly inform the editor regarding your decision as soon as possible and state your reason for declining the invitation. You may suggest alternative reviewer (s) who may be able to review the manuscript, but you should not transfer the manuscript to anyone else without seeking permission from the editor.
- (ii) If you agree to review the manuscript try to respond to the invitation as soon as possible. Read the guidelines of the journal thoroughly before you start reviewing the manuscript. This will help you know what the journal is looking for. IRHSR is a new journal and considers studies of local, national and international interest. IRHSR accept manuscripts from around the globe, however it takes special interest in supporting and promoting research in poor and developing countries. Therefore, it is important for the reviewers to take into consideration where the manuscript comes from.

Your comments should be courteous and constructive, and should not include any personal remarks or personal details including your name or contact information. Before you write your comments, if possible summarise the article in a short paragraph. This shows the editor that you have read and understood the manuscript. Give your main impressions of the manuscript, including whether it is novel and interesting, whether it has a sufficient impact and adds to the knowledge base. You may also comment on the overall quality of the manuscript, including language and presentation.

Your evaluation should touch on the following facts:

- The manuscript suitability for IRHSR in terms of its contents (Humanities & Scientific Research);
- In reference to the 'Instructions for Authors', see if the paper meets the submission criteria of the journal (e.g. length, scope, format, and presentation).
- Adequacy of title and abstract, appropriateness of figures and tables, statistical analyses, experimental design, relevance and soundness of discussion and conclusions.
- Discuss the originality of the research work, contribution to the related field, technical quality of research, clarity of presentation and depth of research.
- Reviewers should submit their feedbacks within the required time, which is two weeks for the IRHSR.
- You should not review a manuscript which is authored or co-authored by you or authored by someone known to you, in order to avoid biasness.
- A manuscript sent for review is a confidential document, so it should be treated confidentially and should not be shown or discussed with anyone else during or after publication.
- The comments should be clear and unambiguous, so that the editor and the author (s) can follow them easily and accurately.
- If as a reviewer if you notice any similarity (plagiarism) with any other paper published in this journal or any other journal, containing same contents, you should inform the editor.

Please submit your comments to the editor as soon as possible. Once again IRHSR greatly appreciates your contributions as a reviewer to this Journal.

3. Make a recommendation

Your main Decision / Recommendation (insert X in one of the followings):

- 1. **Accept** – if the manuscript is acceptable in its current form.

- 2. **Minor revision** – if the manuscript can be accepted after light revisions.

- 3. **Major revision** – if the manuscript requires substantial changes, such as further data analysis or literature review.

- 4. **Reject** – if the manuscript is not suitable for publication in this journal even after major correction.

4. Provide detailed comments

Please list your major and minor comments here (If you have time, make suggestions as to how the author can improve clarity and the overall quality of presentation. It is not the job of the reviewer to edit the manuscript for language (English), but it is helpful if you can correct or highlight the sentences or words where the technical meaning is unclear).

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5. Submit your recommendations

Please send your recommendations to (info@irhsr.org, editor@irhsr.org)