

Guidelines for Referees

Erasmus Journal for Philosophy and Economics

Reviewing a manuscript written by a fellow academic is a privilege. It can also be an exciting and enjoyable experience. But it is a time-consuming responsibility as well. The EJPE and its editors, authors, and readers therefore appreciate your willingness to take this responsibility and your dedication. These Guidelines are particularly intended to help Young Scholars who have less experience with refereeing.

GENERAL ISSUES

If you have either a time problem or a conflict of interest, please contact as soon as possible the editor who assigned the manuscript. Editors may extend the deadline or cancel the review assignment as appropriate.

Do not discuss the manuscript with its authors either during the review process or at any time previous to its actual publication. Despite the intentions of the blind review process, the author's identity may sometimes be apparent. Although it may seem natural and reasonable to discuss points of difficulty or disagreement directly with an author, especially if you are in favour of publication, this practice is prohibited. Other reviewers and the journal editors may come to different judgements, so the author may be misled by having "cleared things up" with a particular referee directly.

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REVIEWING THE MANUSCRIPT

Explicitly consider the following (non-exhaustive) aspects:

Contents

Relevance of the discussion to the EJPE:

Does it fall within one of our research domains?

Significance to the target scientific community:

Is this an important or useful contribution? Is it interesting?

Originality.

Grasp of relevant literature.

Argument

Soundness of exegesis and analysis.

Soundness of methodology, argumentation, and conclusions:

Does the argument succeed to support the main claim of the manuscript?

Organization and coherence.

Style (not usually grounds for outright rejection)

Appropriate literature citations and quotations.

Adequacy of title and abstract.

Appropriateness of figures and tables.

Appropriateness of supplemental material intended for publishing (if applicable).

English

The editor should check that the paper is written in intelligible English before passing it on for review. If you nevertheless find a paper difficult to read due to its English you should recommend a language check in your review. Yet, you are not required to correct deficiencies of style, syntax, or grammar.

REFEREE REPORT

Your full review report, including all your criticisms, suggested changes, and recommendations, will be passed directly to the author (together with the editors' final decision about the publication or rejection of the manuscript). Please adopt a critical but constructive and impartial tone toward the manuscript under review, with the aim of promoting effective, accurate, and relevant scientific communication with the author as well as with the editors. **Since we expect many of our submissions to come from Young Scholars, detailed, encouraging, and constructive criticism concerning possible improvements of the manuscripts is especially appreciated.** Please avoid dogmatic, dismissive statements, particularly about the novelty of the work and substantiate all your criticisms and recommendations as much as possible.

You may also send additional and less formal confidential remarks about the manuscript for the benefit of the editors alone. Please make sure that such remarks are clearly separated from the review report intended for the authors, and that the review report itself is complete and intelligible without them.

Format: Organize your review report so that an introductory paragraph summarizes the major findings of the article, gives your overall impression of the

paper, and highlights the major shortcomings. This paragraph should be followed by specific, numbered comments, which, if necessary, may be subdivided into major and minor points. Since the review report will also be sent to the author, please keep it suitably formal and clear.

Your report should explicitly recommend one of the following:

- **Accept.**
- **Accept, subject to minor revisions.**
- **Accept, subject to major revisions.**
- **Reject.**

Note that very few papers qualify for an immediate, unconditional acceptance. There can be various reasons to recommend the outright rejection of a paper, for example: a total lack of relevance or originality, or irreparably poor organization. If you feel that the deficiencies can be corrected within a reasonable period of time (1 to 2 months), then recommend acceptance with revisions. Under this category manuscripts are returned to authors with a request for minor or major revisions prior to publication. Since editorial decisions are usually based on evaluations derived from several sources, reviewers should not expect the editors to follow every recommendation.

After completing your review report, send it as an attachment (preferably a **PDF**) to the EJPE editor who originally assigned the manuscript to you, and send a copy to: <editors@ejpe.org>. Please type 'REVIEW REPORT' in the subject box.

The Editors
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