

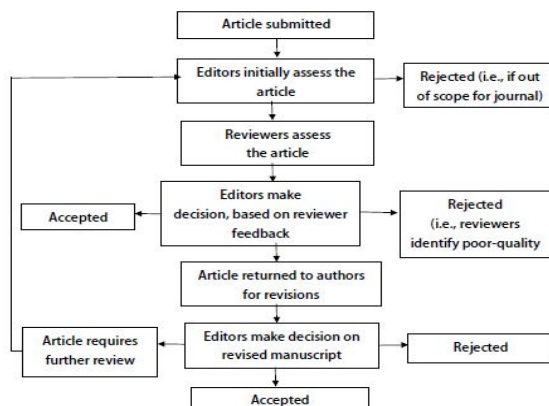
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❖ REVIEWERS ACT, DUTIES, COMMENTS

Reviewer act	Reviewer's Duties	Reviewers offer
Plays important role	Provide honest critical assessment of the research	Comments on Novelty and originality
Holds up integrity of the scholarly record	Maintain confidentiality	Views on the Significance
Central & critical part	Avoid or disclose conflicts of interest	Benchmarks for Presentations
Guidance to researchers	Accept to review only in his/her area of expertise	Analysis of Result
Act as an educational resource	Agree to review only those manuscripts that can be completed on time	Evidence based Discussion
Agent of Confidentiality	Report suspected or duplicated publication, plagiarism, fraud or ethical concern	Comments on Design
Critically evaluate	Write the review in a collegial, constructive manner	Objective outlook
		Comprehensive Report.
		Well Founded Comments.
		Constructive Comments
		Timely submission of review report

❖ THE PEER REVIEW PROCESS



❖ EDITOR'S RESPONSIBILITY TOWARDS REVIEWERS

- Considering reviewer's area of expertise and interest.
- Reviewers to treat the manuscript confidentiality and review promptly.
- To inform reviewers that does not use material for personal.
- To providing reviewers on journal's scope and timeliness of their reviews to promote fair, constructive, critique of the submitted work.
- To allow reviewers appropriate time to review the manuscript.

❖ REVIEWER'S ROLE

- Think carefully the following questions:
- Does the manuscript match your area of expertise?
- Can you provide a high-quality assessment?
- Do you have a potential conflict of interest?
- Can you disclose the reasons to the editor?
- Do you have enough time?

❖ PEER-REVIEW POLICY

- General information
- Online manuscript review
- Criteria for publication
- The review process
- Selecting peer-reviewers
- Access to the literature
- Writing the review
- Timing
- Anonymity
- Double blind peer review
- Transparent peer review
- Editing referees' reports
- The peer-review system
- Peer-review publication policies
- Ethics and security

❖ REVIEWER IMPROPRIETY

- Misinterpret facts in a review
- Improperly delaying the review process
- Impolitely criticizing a competitor's work
- Disobeying the confidentiality of the review
- Suggesting changes that appear to merely support the reviewer's own work or hypotheses
- Making use of confidential information to achieve personal gain
- Using ideas or text from article under review
- Including personal or ad hominem criticism of the author(s)
- Failing to disclose a conflict of interest that would have excluded the reviewer from the process

❖ ARTICLE REVIEW GUIDELINES

- The response deadline provided in the email
- Avoid conflict of interest.
- Write reviews you would be satisfied with as an author
- As a reviewer you are part of the authoring process
- Be sure to enjoy and to learn from the reviewing process
- Develop a method of reviewing that works for you
- Spend your precious time on papers worthy of a good review
- Maintain the anonymity of the review process if the journal requires it
- Write clearly, succinctly, and in a neutral tone, but be decisive
- Make use of the "comments to editors"
- Keep the content of the manuscript confidential.
- Follow a systematic procedure to review the manuscript and to write your review.
- Submit your review within the deadline.
- Respond to invitations to review

- Do not submit a high number of late reviews
- Do not provide a biased review that is not objective.
- Timeliness in reviewing is essential.
- Disclose potential conflicts of interest
- Report suspected plagiarism
- Disclose limitations
- Manuscripts should be considered confidential
- Provide your comments by pasting them into the text box
- Do not include overall recommendations
- Always be polite, scholarly, detailed, and constructive.
- Always talk about the paper, not the author
- Try to give the author suggestions as to how it might be improved.
- Be sure to distinguish, as best you can, between the quality of writing and quality of ideas.

❖ MODULE: ETHICS IN PEER REVIEW

Good Editorial Practice

Requirement	Comment
Format of manuscripts	Follow strictly the guidelines of editorial policies
Confidentiality	Manuscripts should be reviewed with due respect for author's Confidentiality
Conflict of interest	Conflict of interest should be handled during writing, peer review and editorial decision making
Editorial freedom and integrity	Editors must have full authority for determining the editorial content of the journal and should respond promptly
Peer review system	Set up a reviewing system that selects reviewers by their field of expertise, explains thoroughly instructions to reviewers, controls reviewer performance (deadlines, quality of review), inform reviewers regarding manuscript's final disposition
Advertising	Editors should have full responsibility for advertising policy

❖ ETHICAL RESPONSIBILITY

APPROACHED TO REVIEW	DURING REVIEW	PREPARING THE REPORT
<ul style="list-style-type: none"> ▪ Reply in a reasonable time-frame ▪ Inform if they do not have the subject expertise ▪ Accept if they are fairly confident ▪ Declare any clearly conflicting interest ▪ Follow Editorial, Journal Policies and ethics ▪ Criteria for evaluation and acceptance may be different. ▪ Alternative reviewers are based on suitability ▪ Reject to review if unable to provide unbiased review. ▪ Reject to review if involved with other manuscript ▪ Reject to review a article that is similar to one ▪ Reject to review issues with the peer-review model 	<ul style="list-style-type: none"> ▪ Disclose to the journal editor if any conflicting interest. ▪ If expecting instructions from a journal, ▪ Read the article, journal instructions ▪ Inform the journal if do not have the expertise to assess ▪ Not involve anyone else in the review of a manuscript, ▪ Keep all review details confidential. ▪ Contact the journal if any delay in submitting review ▪ Inform the journal immediately of any irregularities, ▪ Ensure review is based on the merits.Should not be influenced, ▪ Do not contact the authors of the journal. 	<ul style="list-style-type: none"> ▪ The editor is looking for subject knowledge & good judgement ▪ Make clear at the start of their review ▪ Follow journals' guidelines on the specific feedback ▪ Be objective and constructive in their reviews ▪ Don't make derogatory personal comments. ▪ Be specific in their criticisms, and provide evidence ▪ Remember ,do not attempt to rewrite it ▪ Be aware of the language issues ▪ Make clear suggested investigations ▪ Don't get the review report prepared by another person. ▪ Don't prepare report in such a way that it reflects badly ▪ Don't make unfair negative comments ▪ Ensure that recommendations are consistent ▪ Confidential comments to the editor ▪ Don't suggest citations to the reviewer's work

❖ APPROACHES TO PEER REVIEW

Type	Description	Pros	Cons
Pre-peer review commenting	Informal commenting and discussion on a publicly available pre-publication manuscript draft (i.e., preprints)	Rapid, transparent, public, relatively low cost (free for authors), open commenting	Variable uptake, fear of scooping, fear of journal rejection, fear of premature communication, no editorial control
Pre-publication (closed)	Formal and editorially-invited evaluation of a piece of research by selected experts in the relevant field	Editorial moderation, provides at least some form of quality control for all published work	Mostly non-transparent, difficult to evaluate, potentially biased, secretive and exclusive, unclear who "owns" reviews
Post-publication	Formal and optionally-invited evaluation of research by selected experts in the relevant field, subsequent to publication	Rapid publication of research, public, transparent, can be editorially-moderated, continuous	Filtering of "bad research" occurs after publication, relatively low uptake
Post-publication commenting	Informal discussion of published research, independent of any formal peer review that may have already occurred	Can be performed on third-party platforms, anyone can contribute, public	Comments can be rude or of low quality, comments across multiple platforms lack inter-operability, low visibility, low uptake
Collaborative	A combination of referees, editors and external readers participate in the assessment of scientific manuscripts through interactive comments, often to reach a consensus decision, and a single set of revisions	Iterative, transparent, editors sign reports, can be integrated with formal process, deters low quality submissions	Can be additionally time-consuming, discussion quality variable, peer pressure and influence can tilt the balance
Portable	Authors can take referee reports to multiple consecutive venues, often administered by a third-party service	Reduces redundancy or duplication, saves time	Low uptake by authors, low acceptance by journals, high cost
Recommendation services	Post-publication evaluation and recommendation of significant articles, often through a peer-nominated consortium	Crowd-sourced literature discovery, time saving, "prestige" factor when inside a consortium	Paid services (subscription only), time consuming on recommender side, exclusive
Decoupled post-publication (annotation services)	Comments or highlights added directly to highlighted sections of the work. Added notes can be private or public	Rapid, crowd-sourced and collaborative, cross-publisher, low threshold for entry	Non-interoperable, multiple venues, effort duplication, relatively unused, genuine critiques reserved

Narrative Review	Systematic Review
Title – In This Case Does Not Indicate That It Is A Review Article.	Title – Informs Us It Is A Review
Abstract – Includes A Description Of Subjects Covered.	Informative Abstract – Informs Us This Is A Meta-Analysis (Novel Analysis In A Novel Context of Previously Published Data)
Table Of Contents – Shows The Reader The Organization of The Text Overview)	
Introduction Includes A Description Of Context (Paragraph 1 – 3), Motivation For Review (Paragraph 4, Sentence 1) And Defines The Focus (Paragraph 4, Sentences 2 – 3)	Introduction
Body – Structured By Headings and Subheadings	Body – Material & Methods, Results (Including The Use of Tables and Figures to Display Novel Findings), Discussion
Conclusion – States The Implications of The Findings and an Identifies Possible New Research Fields	Conclusion – A Listing of Novel Findings of The Meta-Analysis
References (“Literature Review”) – Organized By Number In The Order They Were Cited In The Text.	References – Organized Alphabetically

❖ THE FIRST READ-THROUGH: ARTISTIC REPRESENTATION

First Read Getting Started: The initial step when perusing is to make sense of what the writers are attempting to state.

- It will be helpful to ask yourself these questions:
- What is the study about?
- What is the main research statement?
- What is the method?
- What did the authors do to present their research question?
- What is the reference?
- How does the research relate to published material on this topic?
- What are the final conclusions?
- What are the writers main findings?
- What evidence do they show for these conclusions?
- What is the main question addressed by the research?
- Is it relevant and important?
- How innovative is the topic?
- What does it add to the discipline area compared with other published article?
- Is the article well written?
- Is the article important and easy to read?
- Are the conclusions accurate with the evidence and arguments presented?
- Do they address the main question posed?
- If the paper includes tables or figures, what do they add to the paper?
- Do they aid understanding or are they superfluous?
- If the author is disagreeing significantly with the current academic consensus, Do they have a substantial case?
- If not, what would be required to make their case credible?

❖ REJECTION AFTER THE FIRST READING

Preparation:

To spare time and rearrange the audit:

- Try not to depend entirely after embeddings remarks on the original copy report - make separate notes
- Attempt to assemble comparative concerns or acclaim

- On the off chance that utilizing a survey program to note legitimately onto the original copy, despite everything have a go at gathering the worries and commendation in independent notes - it helps later
- Note line quantities of text whereupon your notes are based - this encourages you discover things again and furthermore helps those perusing your survey
- Keep pictures, diagrams and information tables in clear view - either print them off or have them in see on a subsequent PC screen or window.
- Since you have finished your arrangements, you're prepared to go through an hour or so perusing cautiously through the original copy.
- Doing the Second Read-Through
- Doing the Second Read-Through: to clarify confusing topics

Read the article closely(Use a highlighter to highlight important sections)

Review Of Research

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Cyberfeminism : Women's And Cyber Sociology

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look at the title, introduction, abstract, heading, opening sentences of each paragraph, and the conclusion

Cyberfeminism is neither a solitary hypothesis nor a women's activist development with an obviously verbalized political plan. Maybe, "cyberfeminism" alludes to a scope of speculations, level headed discussions, and practices about the relationship in the middle of sex and advanced society (Flanagan and Booth 2002, 12), so it is maybe more exact to allude to the plural, "cyberfeminism(s)."

Cyberfeminist rehearses include experimentation and engagement with different Internet advances without anyone else recognized ladies over a few areas, including work (Scott-Dixon 2004; Shih 2006), instruction (Clegg 2001), household life (Na 2001; Ribak 2001; Singh 2003), metro engagement (Harcourt 2000), women's activist political sorting out (Everett 2007; Sutton and Pollock 2000), craftsmanship (Fernandez, Wilding, and Wright 2003), and play (Bury 2005; Cassell and Jenkins 2000; Flanagan 2002; Kendall 1996). While there is no reliable women's activist political undertaking connected with cyberfeminist hues, inside of a society in which Internet innovation is so pervasively coded as "manly" (Adam 2004; Kendall 2000), there is something in any event conceivably transgressive in such practices (Fernandez, Wilding, and Wright 2003).

INTRODUCTION :

When Internet communications technologies were in their infancy, they were described as "new media," obscuring Internet capability for being more than just a new way to access news and events. The Internet does provide some media unique to it, but its real power lies in its ability to interconnect people and ideas, as its name implies. Singh, Supriya 2003. "Gender and the Use of the Internet at Home" New Media and Society. Misunderstanding it misreads as new media means we've missed its capacity to be a dynamic source for networking and activism. Wolman, Judy (May 2006) "Techno Capitalism Meets Techno Feminism: Women and Technology in a Wireless World" Labor and Industry. It might be more appropriate to call it a new medium, a new means toward feminism's goals.

An initial feminist Internet aim was simply to get women on-line. Bunnesh, Janga and Jang Sundén (2011) Queering Internet Studies: Intersections of Gender and Sexuality. In 1995, only 15 percent of Internet users were women, but by early 2000, women comprised 50 percent of users (a 32 percent increase since 1999). Yet patriarchy has never been absent. Men controlled the content, men earned the profit. Similarly, a gender gap emerged in how

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Been published in a **scholarly journal**.

An overall **serious , thoughtful tone**

more than 10 pages in **length** (usually , but not always)

An abstract (summary) on the first page

organization by headings such as Introduction , Literature Review and Conclusion

Citations throughout and a bibliography or reference list at the end.

credentialed authors, usually affiliated with a research institute or university

❖ THE SECOND READ-THROUGH: SECTION BY SECTION GUIDANCE

The Introduction

A well-written introduction:

- Sets out the argument
- Summarizes recent research related to the topic
- Highlights gaps in current understanding
- Conflicts in current knowledge
- Establishes the originality of the research
- Aims by demonstrating the need for investigations in the topic area
- Gives a clear idea of the target readership,
- Why the research was carried out
- The novelty and topicality of the manuscript

❖ READING MANUSCRIPT

First Read-Through		Second Read-Through	
First Read Considerations	Relevant , Original Topic, Subject Area, Conclusions Consistent ,Evidence And Arguments Presented, Academic Consensus, Tables Or Figures,	The Second Read-Through: Section by Section Guidance	A Well-Written Introduction: Sets Out The Argument Originality And Topicality Materials And Methods Best Practice Results And Discussion Conclusions List Of References Accuracy Adequacy Check For A Well-Balanced List Of References That Is: Plagiarism Suspected Concern
Spotting Potential Major Flaws	Analytical Papers. Control Experiments, Regularity Of Sampling ,The Validity Of Questions, A Detailed Methodology , Qualitative Research , Sufficient Descriptive	How to Structure Your Report	Report In Three Sections: Summary, Major Issues, Minor Issues.
Major Flaws in Information	Insufficient Data, Statistically Non-Significant Variations, Unclear Data Tables contradictory Data, Disagree With The Conclusions, Confirmatory Data ,Repetition	On Presentation and Style	Be Polite, Honest And Clear, Be Objective And Constructive, Not Subjective And Destructive.
Concluding the First Reading	Contextualize, Judgement, Key Messages Are Conveyed , Successful Aspects , A Sense , Conceptual Overview , Contribution Of The Research, Premise Interesting and Important, Methods Used Appropriate, Data Support The Conclusions	Criticisms & Confidential Comments to Editors	Confidential comments to editors, reviewers recommendation, spirit of fairness, write comments to editors as though authors might read them too.
Rejection After the First Reading	article serious flaws, intend to recommend rejection,	The Recommendation	Recommendation (e.g. Accept, reject, revise and resubmit, etc.)

❖ REVIEW PROCESS

Community Guidelines	Verification Process	How to Read a Review	Writing Reviews	Reviews Guidelines
Understanding Reviews: Writing Reviews: Issues Affecting Vendors:	Identity Check. Conflict of Interest Check. Content Check. Spam Content. Invalid Reviewer. Duplicate Reviews. The List Goes On..	Do not rely on a single review. Consider the response of the vendor. Evaluate reviews over time	Be specific. Be readable. Be objective. Be recent. Be relevant.	Reviews must be submitted with an identity. Reviewers must not have a conflict of interest . Reviews must be posted by the actual reviewer. Reviews must contain original content.

Understand	Summarise	Outline	Write Proffread
Topic Abstract	Main Points Structure Ideas	Write Major Points Short Paragraphs Remove Stuff	Relevant Title Citation Introduction Summary Critique Sum Up

❖ 10 STEPS TO EVALUATING MANUSCRIPTS AS A PEER REVIEWER

- Establish a general overview of the paper. ...
- Consider key words for discoverability. ...
- Differentiate between the introduction and the abstract. ...
- Assure that the materials and methods are clear. ...
- Examine results and figures with a sharp eye. ...
- Have a solid understanding of statistics.
- Look for clarity from the discussion and conclusion
- Keep an eye out for references
- Know the difference in reviewing a review
- Write a constructive reviewer report

❖ REVIEWER USE TABLES TO BE ABLE TO UNDERSTAND THE INFORMATION BEING PRESENTED.

Reference	Participants	Exposure	Outcome	Key Findings	Comments
Include the author, year and reference number	Include details of sample size, number of men/women, matched pairs, average age, tissue preparation, etc.	List the treatment conditions, exposure variables, etc.	List the outcome of interest that were measured	Highlight Key Findings. This section must include actual numerical result and cannot be limited to “non-significant” unless that is the only reported outcome in the original paper, or if the result are presented in a Forest plot.	Include additional comments that help the reader understand the context of the article. This should include major potential biases of article.

❖ WRITING A JOURNAL ARTICLE REVIEW

Article Section	What does the article set out to do?
Title	Specific and reflecting the content of the manuscript
Abstract	Brief and describing the purpose of the work
Methodology	Full explained and relevant to the study
Figures	Justified and clear with fonts proportionate to the size of the figure
Tables	Can they be simplified or condensed? Should any be omitted?
Discussion	Discussion of the findings relating back to the study aims
Theory	Is there an explicit theoretical framework? If not, are there important theoretical assumptions?
Concepts	What are the central concepts? Are they clearly defined?
Argument	What is the central argument? Are there specific hypotheses?
Method	What methods are employed to test these?
Evidence	Is evidence provided? How adequate is it?
Values	Are value positions clear or are they implicit?
Literature	How does the work fit into the wider literature?

Contribution	How well does the work advance our knowledge of the subject?
Style	How clear is the author's language/style/expression?
Writing	Clear and concise English
Trade Names/ Abbreviations/ Symbols	Properly used where indicated
References	Are all previously published sources properly referenced?
Conclusion	A brief overall assessment.

❖ RECOMMENDATION

Give your recommendation with reasons.

Reasons for Manuscript Rejection

Inappropriate or incomplete statistics
Overwinter predation of results
Inappropriate or suboptimal instrumentation
Sample too small or biased
Text difficult to follow
Insufficient problem statement
Inaccurate or inconsistent data reported
Incomplete, inaccurate, or outdated review of the literature
Insufficient data presented
10. Defective tables or figures