

REFeree GUIDELINES

Thank you for agreeing to referee the enclosed article:

[Add title]

The following questions may help you in providing feedback to the author. You may answer them one by one or as a single text to be communicated to the author.

- Do the title and the abstract reflect the content of the article adequately?
- Is the purpose of the research stated well?
- Is the significance of this research explained relative to the existing literature?
- Are there adequate references to other research?
- Is the article clearly written and well organized?
- Are there any typographical and syntactic errors?
- Has the author explained well WHAT was done?
- Has the author explained well WHY it was done?
- Does the paper show innovation and experimental rigour in case studies?
- Does the paper offer new insights and contribute to the development of the subject?
- Has the author explained well the implications of the results?
- Considering its content is the length of the article appropriate?

After due consideration, can you please choose one of the following recommendations for the editor.

- Accept with minor changes as an article.
- Request minor changes for publication as a short note or feature.
- Request a major revision for the article to be re-submitted for a new round of review
- Suggest another publication for the author to submit to.
- Regard the article as not publishable.

Please offer additional comments and provide feedback to authors about faults in their paper and specific suggestions for improvements. Even when articles are rejected the referee's comments may result in greatly improved re-submissions, or new submissions, to this and other journals, at a later date.

The refereeing system is critical to the quality of academic journals. The anonymity of the referee makes it look like a thankless job. However, referees are also authors on other occasions and appreciate the comments that they get in turn from their own anonymous referees.

Thank you in advance for your assistance.