

Peer Review

Guidelines

Peer Review Guidelines

Peer review is essential for publishing high-quality research. Its main goals are to:

- Help select the research for publication.
- Offer suggestions to improve reviewed works, enhancing the overall quality of published research.

This guide aims to clarify effective peer review practices, but reviewers should also consider any specific instructions from the book or academic editor(s).

Why Peer Review is Important

Conducting peer reviews benefits the research community and your career. Benefits include the following:

- Learning about the editorial process.
- Staying up-to-date on new research in your field.
- Demonstrating expertise in your field, which can be included on CVs or resumés.
- Receiving incentives such as publishing vouchers and discounts on book purchases.

Types of Peer Review

There are several peer review methods, each with its own pros and cons regarding openness and anonymity:

- Single-blind review: Reviewers know the author's identity, but authors do not know the identity of reviewers.
- Double-blind review: Neither authors nor reviewers know each other's identities.
- Open peer review: Both authors and reviewers know each other's identities.
- Post-publication review: Manuscripts are reviewed after publication, often openly and alongside the article.

What to Know Before You Review

Before beginning peer review, the publisher will generally complete the following steps:

- The commissioning editor discusses the book idea with the author.
- The author submits a proposal (and sometimes sample chapters or a full manuscript) to the commissioning editor.
- The commissioning editor performs an initial check and may request additional information.
- The commissioning editor discusses the proposal assessment with the author, who may amend it before a manuscript is officially submitted.
- The manuscript is handed over to a book editor to decide if the proposal should go to peer review based on its fit and quality.
- The book editor selects appropriate reviewers.
- Invitations to review are sent to the selected reviewers.

Differences between Book and Article Reviews

Book and article reviews will generally differ in the following ways.

Length: Book reviews often require reading between 150 and 350 pages, while articles will more typically be around 20 pages.

Time: Book reviews generally take 4 to 6 weeks, depending on the length and complexity of the manuscript. Article reviews are more often performed within a 2-week period.

Decision making: Book reviews will often be single-blind or open, allowing reviewers to take into account an author's abilities, character, and status. Peer reviews of journal articles are most often single- or double-blind, and reviewers are expected to avoid all bias.

Tips for Writing Your Review

Upon receiving an invitation to review, follow these steps.

Accept or Decline the Invitation

Before accepting or declining the invitation, consider the following:

- **Expertise:** Do you have the necessary expertise?
- **Conflict of Interest:** Declare any potential conflicts to maintain review integrity.
- **Time:** Ensure you can meet the review deadline. If not, respond quickly and suggest alternative reviewers if possible.

Read the Manuscript

First Reading: Form an overall impression and make notes on first impressions, focusing on the book's statement of purpose and its impact on the field.

Second Reading: Conduct a detailed evaluation considering:

- Contribution to the discipline;
- Academic rigor and accuracy;
- Style and structure.

Write the Review

Summarize your thoughts in the first paragraphs; then, provide a detailed evaluation and suggestions for revisions. Your review will help the book and academic editor(s) decide on one of the following outcomes:

- **Accept without Revision:** Rare and straightforward.
- **Accept with Revisions:** Common, involving suggested amendments.
- **Do Not Accept:** If the submission has major issues; provide objective reasons and evidence.

After Writing the Review

Submit the Review

Submit your review by the agreed deadline. The book and/or academic editor(s) will read it, decide on the next steps, and communicate the feedback to the author.

Additional Review Rounds

You may be asked to review the revised manuscript to ensure the suggested changes were successfully incorporated.

After Final Decision

The final decision rests with the book and/or academic editor(s), who will compile final comments before officially accepting or rejecting the manuscript.

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