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International Journal of the Humanities

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Publishing Manager

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The Role of the Referee

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2 Expertise: [REDACTED]

3 Confidentiality: [REDACTED]

4 Conflict of Interest: [REDACTED]

5 Intellectual Merit: [REDACTED]

6 Full Explanation: [REDACTED]

7 Plagiarism and Copyright: [REDACTED]

8 Responsiveness: [REDACTED]

SUBMISSION GUIDELINES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

DIFFERENT KINDS OF FOCUS

[REDACTED]

Practice Focus: [REDACTED] *In this case, criteria 4, 5, 6 and 7 may not be relevant (in which case mark as not applicable or 'n.a.') and you should calculate an average score across the other criteria.*

Research Focus: [REDACTED] *In this case, criterion 7 may not be relevant and an average score should be calculated across the other criteria.*

Theory Focus: [REDACTED] *In this case, criteria 5 and 6 may not be relevant and an average score should be calculated across the other criteria.*

EDITORIAL QUALITY

[REDACTED]

[REDACTED]

REFEREE REPORT

OVERALL RATING

Score each item out of on a range from zero to 10. For detailed criteria for evaluating each item, see the COMMENTS section which commences on the next page. If your comments add up to a score of 75% or above and you have no further comments, it is sufficient to complete this page alone.

| EVALUATION CRITERIA | SCORE |
|---|-------|
| 1. Significance of Themes | |
| 2. Relevance of Themes | |
| 3. Clarity of Thematic Focus | |
| 4. Relationship to Literature | |
| 5. Research Design and Data | |
| 6. Data Analysis and Use of Data | |
| 7. Use of Theory | |
| 8. Critical Qualities | |
| 9. Clarity of Conclusions | |
| 10. Quality of Communication | |
| TOTAL SCORE % If some categories are not applicable in evaluating this particular paper, mark n.a. (not applicable) and calculate score as % average score across relevant items. | |

RECOMMENDATION

On the basis of the above evaluation, my recommendation is as follows (mark with 'X'):

- ACCEPT
- ACCEPT WITH MINOR REVISIONS
- RESUBMIT WITH MAJOR REVISIONS
- REJECT



- Accept (without qualification): 75-100%
- Accept with minor revisions: 60-75%
- Resubmit after major revisions: 40-60%
- Reject: Below 40%

REFEREE'S COMMENTS

If you have any detailed comments to make beyond the score on the previous page, please write them below.

Guidelines for comment: The scoring table on the previous page has been designed for quick comment. You don't need to comment in this section unless:

- you have given a low score in any of the evaluation criteria; or
- you believe you need to justify having given the paper a high score on any of the evaluation criteria; or
- you have indicated that a response to any of the evaluation criteria would be 'not applicable' because the paper legitimately does not set out to be proficient in that particular area (for instance, pure theory or philosophical argumentation which does not use conventional 'data'); or
- you have specific advice or comments you would like to provide the author(s) in relation to any of the evaluation criteria.

If any of the above applies, and particularly if you have recommended rejection or revision, then please elaborate:

1. Significance of Themes

- Is this a topic that needs addressing? Is the area investigated by the paper: timely? important? in need of addressing because it has been neglected? intrinsically interesting? filling a gap in current knowledge? (The paper does not have to be all of these things to be significant; it is sufficient to measure it against one of these forms of significance.)
- By addressing these themes, does this paper make a useful contribution? Is it itself significant?

REFEREE COMMENTS:

2. Relevance of Themes

- Are these themes relevant to this publication? If not, is there a more appropriate place for publication?

REFEREE COMMENTS:

3. Clarity of Thematic Focus

- Are the author's themes clearly stated?
- Does the paper follow through by addressing these themes, consistently and cogently?

REFEREE COMMENTS:

4. Relationship to Literature

- Does the paper demonstrate an adequate understanding of the current literature in the field?
- Does it connect with the literature in a way which might be useful to the development of our understanding in the area it addresses?

REFEREE COMMENTS:

5. Research Design and Data

- Has the research, or equivalent intellectual work upon which the paper is based, been well designed?
- Does the paper demonstrate adequate use of evidence, informational input or other intellectual raw materials in support of its case?

REFEREE COMMENTS:

6. Data Analysis and Use of Data

- Has the interpretative potential of the data been adequately realised?
- Has the data been used effectively to advance the themes that the paper sets out to address?

REFEREE COMMENTS:

7. Use of Theory

- Does the paper use theory in meaningful way?
- Does it develop or employ theoretical concepts in such a way as to make plausible generalisations?

REFEREE COMMENTS:

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8. Critical Qualities

- Does the paper demonstrate a critical self-awareness of the author's own perspectives and interests?
- Does it show awareness of the possibility of alternative or competing perspectives: such as other cultural, social, political, theoretical or intellectual perspectives?
- Does it show an awareness of the practical implications of the ideas it is advancing?

REFEREE COMMENTS:

9. Clarity of Conclusions

- Are the conclusions of the paper clearly stated?
- Cohesiveness of paper: do the conclusions adequately tie together the other elements of the paper (such as theory, data and critical perspectives)?

REFEREE COMMENTS:

10. Quality of Communication

- Does the paper clearly express its case, measured against the technical language of the field and the reading capacities of an academic, tertiary student and professional readership?
- What is the standard of the writing, including spelling and grammar? If you will be recommending publication with revisions, please make specific suggestions or list errors.

IMPORTANT, PLEASE INDICATE:

[] From an editorial point of view, this paper is of a publishable standard as is.

[] This paper requires minor proofing by an colleague or critical friend of the author.

[] This paper requires thorough reworking by a professional editor. (For instance, where the author's first language is not English.)

REFEREE COMMENTS:

Comments and critical suggestions on the content and structure of this referee format are most welcome. Please email info@commongroundpublishing.com.

PAPER FOR REFEREEING

Following is the paper for refereeing. If you, as referee, wish to annotate the text, please indicate with an 'X' as follows:

I have not annotated the text.

I have annotated the text. The method of annotation I have used is:

Please indicate here the way in which you have annotated the text, for instance, BLOCK LETTERS, or red text, or by using the 'changes tracking' function in Microsoft Word.