# COPE Ethical Guidelines for Peer Reviewers

Basic principles to which peer reviewers should adhere

Peer reviewers should:

* only agree to review manuscripts for which they have the subject expertise required to carry out a proper assessment and which they can assess in a timely manner
* respect the confidentiality of peer review and not reveal any details of a manuscript or its review, during or after the peer-review process, beyond those that are released by the journal
* not use information obtained during the peer-review process for their own or any other person’s or organization’s advantage, or to disadvantage or discredit others
* declare all potential conflicting of interests, seeking advice from the journal if they are unsure whether something constitutes a relevant interest
* not allow their reviews to be influenced by the origins of a manuscript, by the nationality, religious or political beliefs, gender or other characteristics of the authors, or by commercial considerations
* be objective and constructive in their reviews, refraining from being hostile or inflammatory and from making libellous or derogatory personal comments
* acknowledge that peer review is largely a reciprocal endeavour and undertake to carry out their fair share of reviewing and in a timely manner
* provide journals with personal and professional information that is accurate and a true representation of their expertise
* recognize that impersonation of another individual during the review process is considered serious misconduct

kindly read the complete Ethical Guidelines for Peer Reviewers is available at COPE’s website <http://publicationethics.org/files/Peer%20review%20guidelines.pdf>

We sincerely thank you for taking time to evaluate the attached manuscript.

**Manuscript Evaluation**

**Reviewer’s Information**

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| E-Mail: |  |
| Title: |  |
| First Name: |  |
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| Country: |  |
| Specialization: |  |

 **Evaluation Report**

Kindly enter comments per section of the manuscript

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| --- | --- |
| General comment: |  |
| Introduction: |  |
| Methodology: |  |
| Results: |  |
| Discussion: |  |

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| Bibliography/References: |  |
| Others: |  |
| Decision: |  |

Please rate the following: (1 = Excellent) (2 = Good) (3 = Fair) (4 = Poor) (5= Very Poor)

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| --- | --- |
| Originality: |  |
| Contribution to the Field: |  |
| Technical Quality: |  |
| Clarity of Presentation : |  |
| Depth of Research: |  |

## Recommendation

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| Accept As Is: |  |
| Requires Minor Corrections: |  |
| Requires Moderate Revision: |  |
| Requires Major Revision: |  |
| Submit To Another Publication Such As: |  |
| Reject on grounds of (Please be specific) |  |

## Additional Comments

Please add any additional comments (Including comments/suggestions regarding online supplementary materials, if any):

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 *Name, position* *signature* *date*