

Today's Webinar will start at 3.00 pm (Singapore time, GMT+8)...

How to Peer Review Journal Articles

Speaker: Joe Ng, Acquisitions Editor, Social Sciences, Cambridge University Press

*Please **mute your microphone** when the host is speaking.*

*You can **unmute during the Q&A session** and raise your questions to the host.*

The slides will be circulated afterwards.

Thank you for your cooperation!



Part of **Academic Publishing Webinar Series**
Find out more <http://ow.ly/M2o950zsAQR>



CAMBRIDGE
UNIVERSITY PRESS

Topics

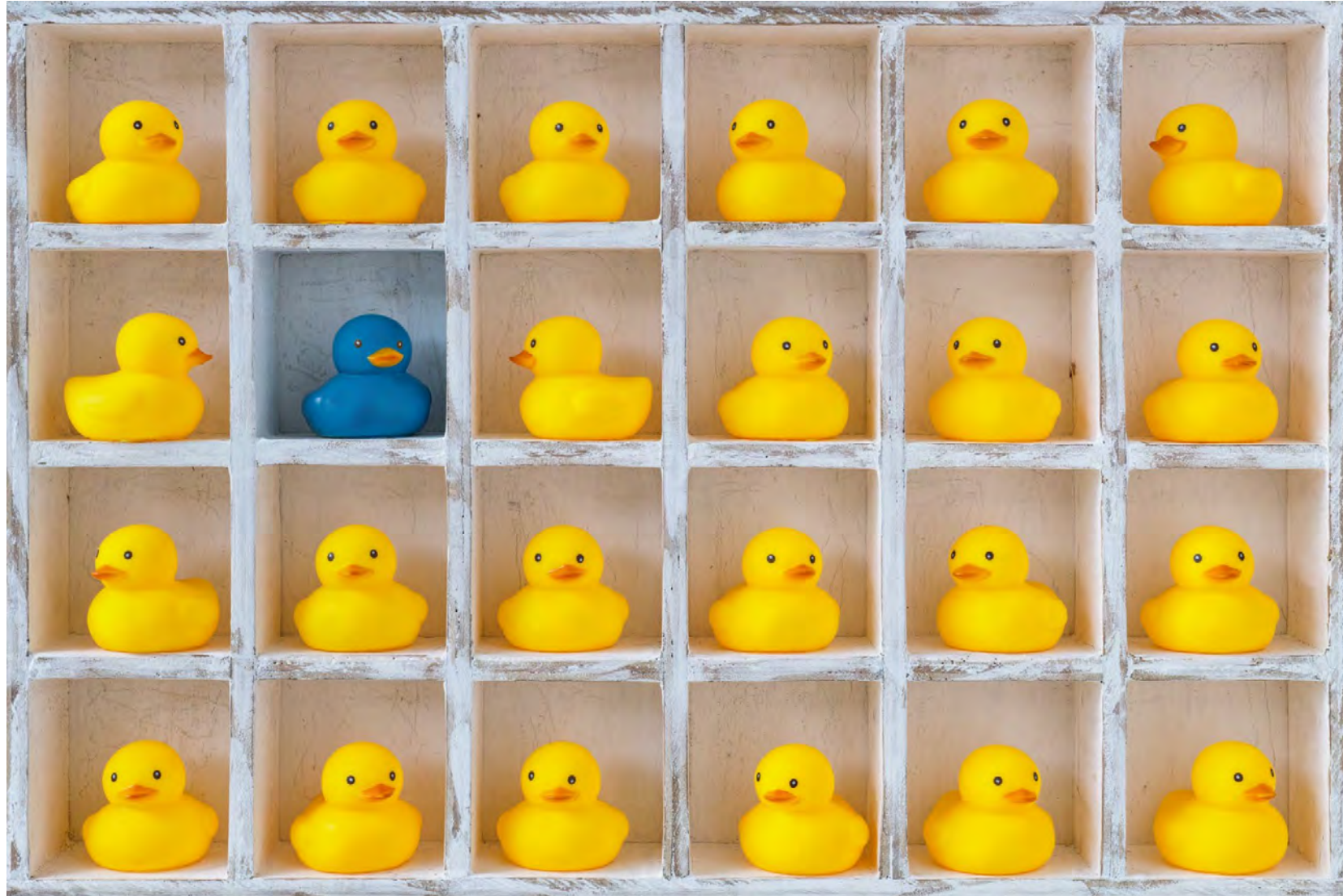
- Academic publishing landscape
- About Cambridge University Press
- What is a journal article?
- The peer review process
- Reviewing the article
- Writing the review
- Publishing ethics
- Author resources
- Q&A (20 minutes)

THE PUBLISHING LANDSCAPE

Academic Publishing Landscape

- Over **33,000** journals (excluding 9,400 non-English journals)
- More than **3 million** articles published each year
- More than **200,000** new books each year
- STM: \$25 billion, HSS: \$2.4 billion (annually)
- Many publishers (some small, some large)

Your Challenge!



Ecosystem

- scholars
- funders
- libraries
- publishers
- learned societies and professional associations

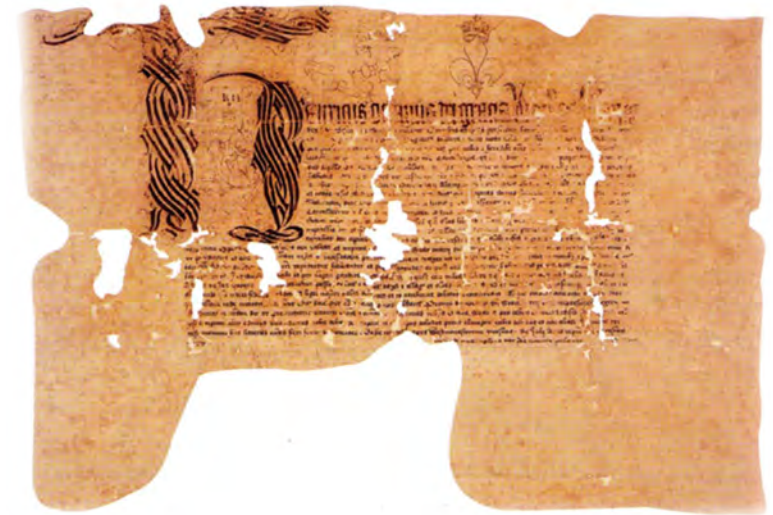
All working together towards expanding access to the fruits of research

Rapidly Changing Landscape

- Journals business has been digital for over 20 years
- Digital is more and more important for books
- Open Access journals and experimentation with OA books
- Scholarly Collaboration Networks (Research Gate, Academia.edu, SSRN)
- Impact and other metrics (e.g. altmetrics)
- Lots of “free” content ! (Both legal and not so legal!)

Cambridge University Press

- An integral part of the University of Cambridge
- World's oldest publisher, founded in **1534**
- Our first book was published in 1584
- Now looking forward to future with big investment in digital publishing



Our Mission and Character

- Not-for-profit

All surplus reinvested in our publishing infrastructure, services and the University – distinguishing us from commercial presses

- Global

We work with the best scholars and the best universities around the world – employing our offices on 6 continents

- Quality

Our commitment to research of the highest quality is fundamental to our being – unlike our commercial counterparts.

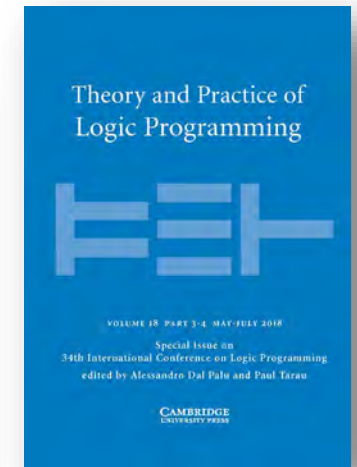
Quality

How do we measure it?

Video: https://youtu.be/U-mK-8a_ejY

Six Cambridge journals top of their **Impact Factor** categories:

Behavioral and Brain Sciences, Acta Numerica, International Organization, Journal of Economic History, Microscopy & Microanalysis, and Theory and Practice of Logic Programming



WHAT IS A JOURNAL ARTICLE?

What is a Scholarly Journal?

Basic functions

Solve 3 technological problems –

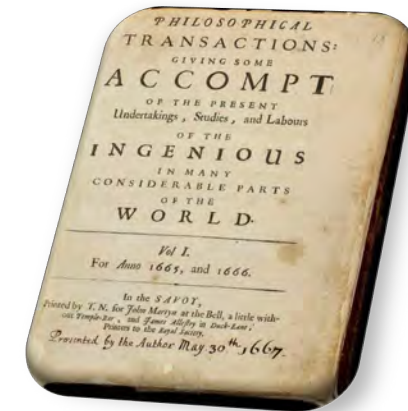
1. Registration – assert **ownership** of an idea
2. Dissemination – attract **recognition** and **career advancement**
3. Archiving – create a **permanent record**

2 additional cultural functions have developed over time

4. Certification – provide **quality assurance**
5. Filtration – **navigate** vast sea of information



Henry Oldenburg (1664-5)



PHILOSOPHICAL
TRANSACTIONS OF THE
ROYAL SOCIETY



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Business Models

Subscription

- reader (libraries and individuals) pays annual subscription to publisher
- author bears no cost
- dominant in humanities and social sciences and some STM subjects

Open Access (Gold)

- author pays Article Processing Charge (APC)
- Any reader is able to access articles online for free
- prevalent in life sciences but other subjects are starting to move to this model

A journal article is ...

- Fit for purpose and original
- Understandable, and written in good English
- Well organized
- Of appropriate length for the article type/journal
- Discoverable, stable and citable [responsibility of the publisher]

Typical article structure (HSS)

- Title
- Abstract & Keywords
- Main text (IMRAD)
 - Introduction / Methods
 - Results And Discussions
- Conclusions
- Acknowledgements
- References
- Supplementary Data

THE PEER REVIEW PROCESS

Peer Review Models

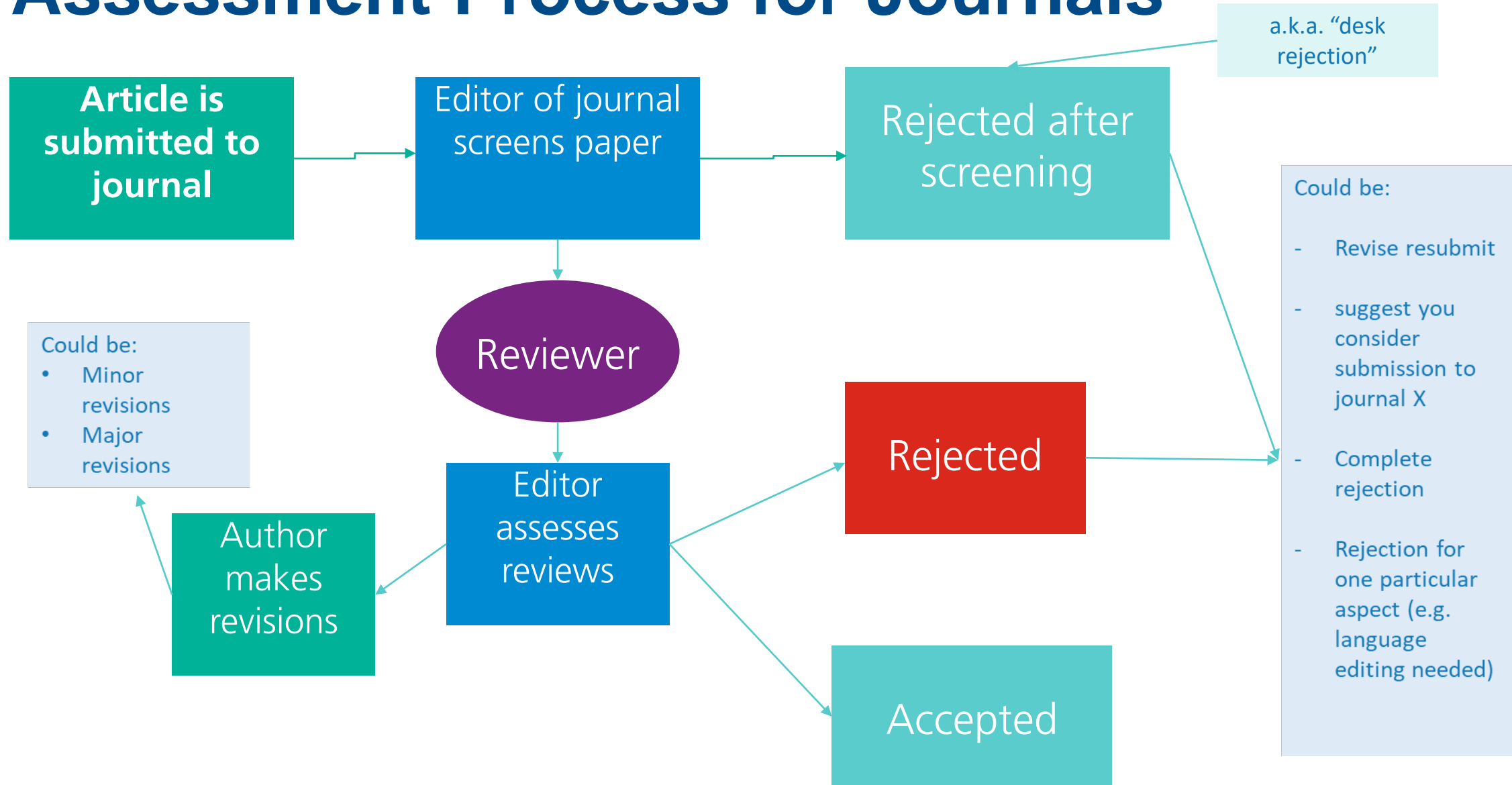
	Single Blind	Double Blind	Open
Author	Doesn't know reviewer identity	Doesn't know reviewer identity	Knows reviewer identity
Reviewer	Knows author identity	Doesn't know author identity	Knows author identity
How common?	Most common type among science journals	Most common type among social science and humanities	Growing minority of journals do this

Review Stages



- **DESK REVIEW:** – editor-in-chief (EIC) will assess whether suitable for journal (aims/scope).
 - If yes, then will proceed to peer review.
 - Acceptance rate at this stage varies a lot according to discipline
- **PEER REVIEW:** EIC will invite two reviewers to read the paper; double-blind; 4-8 weeks
- **DECISION:** Accept with revisions, revise & resubmit; decline

Assessment Process for Journals



TIPS:
REVIEWING THE ARTICLE
WRITING THE REVIEW

Why be a referee/reviewer?

- Contribute to the advancement of the community/knowledge
- Familiarize yourself with the peer review process (improve my writing in future)
- Be up to date with the latest/emerging topics and upcoming researchers in your field
- Be recognized for your expertise by your department and peers (through Publons)

Before accepting invitation to referee

- **Expertise.** Do I have the domain knowledge/training/experience to review the article?
- **Conflict of interest.** Do I know the author personally (eg., family member, colleague)? Either declare or reject invitation.
- **Time.** Can I commit the time required to complete and write an effective review?

The review process

- Before starting the review, read the contributor guidelines of the journal (if you've not published in it previously).
- journal editor might also send you the peer review guidelines or a form to complete.

Reading the journal article

Read it three times

- **First round:** Read it quickly to get a rough idea of what the author's argument and let it digest and settle down in your mind.
- **Second round:** After a few days, read the article more slowly, and look at the details; dissect each paragraph's argument and note them down in points
- **Last round:** based on the rough notes you wrote in round 2, rephrase them into full sentences and ensure that you read coherent (the points are linked to each other and also relate well to the article you are reviewing).

The review process – 1st read

- Form overall impression and understanding of the article
- Make notes
- Focus on recent related works in the area
- Respond to article's statement of purpose
- What's the impact/contribution of the article to the field

The review process – 2nd read

- Contribution of article to the discipline/field (significance)
 - Does the author explain importance of article in the discipline?
 - Is the article a good fit for the journal?
- Academic rigour and accuracy
 - Sound methodology/argument?
 - Reasonable interpretation of the data/sources?
 - Is there sufficient evidence to confirm the article's claims?
 - Appropriate references cited? Which are missing?
 - Are the references cited fairly?
 - Accuracy and precision of the data/formulae/quotations/references/tables/figures/charts

The review process – 2nd read

- Style and structure
 - Well organized article structure?
 - Aims of article explained clearly?
 - Conclusion(s) summarized effectively?
 - Is the language clear?
 - Does abstract present the articles aims, argument and conclusions?

The review process – 3rd read

- Based on the notes/points from 2nd read, start writing your report
- Summarize your general thoughts of the article in first paragraph
- Move on to more details in subsequent paragraphs
- Keep your comments professional

Provide your recommendations

- Accept without revision – very rare!
- Accept with minor revision – minor changes required
- Accept with major revision (revised and resubmit) – major changes (new experiments, structure, new topics, analysis, data)
- Decline/Reject (no contribution, significant flaws in methodology, other serious issues, e.g., plagiarism)

Guidelines: the report

- **Template/Questions.** Follow the template/questions supplied by the journal editor, if there is one. Otherwise, ask the editor what do you need to comment on.
- **Anonymity.** Ensure that you do not include any details that can allow the author to identify you.
- **Length.** Follow the suggested length (no. of words or pages) that journal editor recommended.

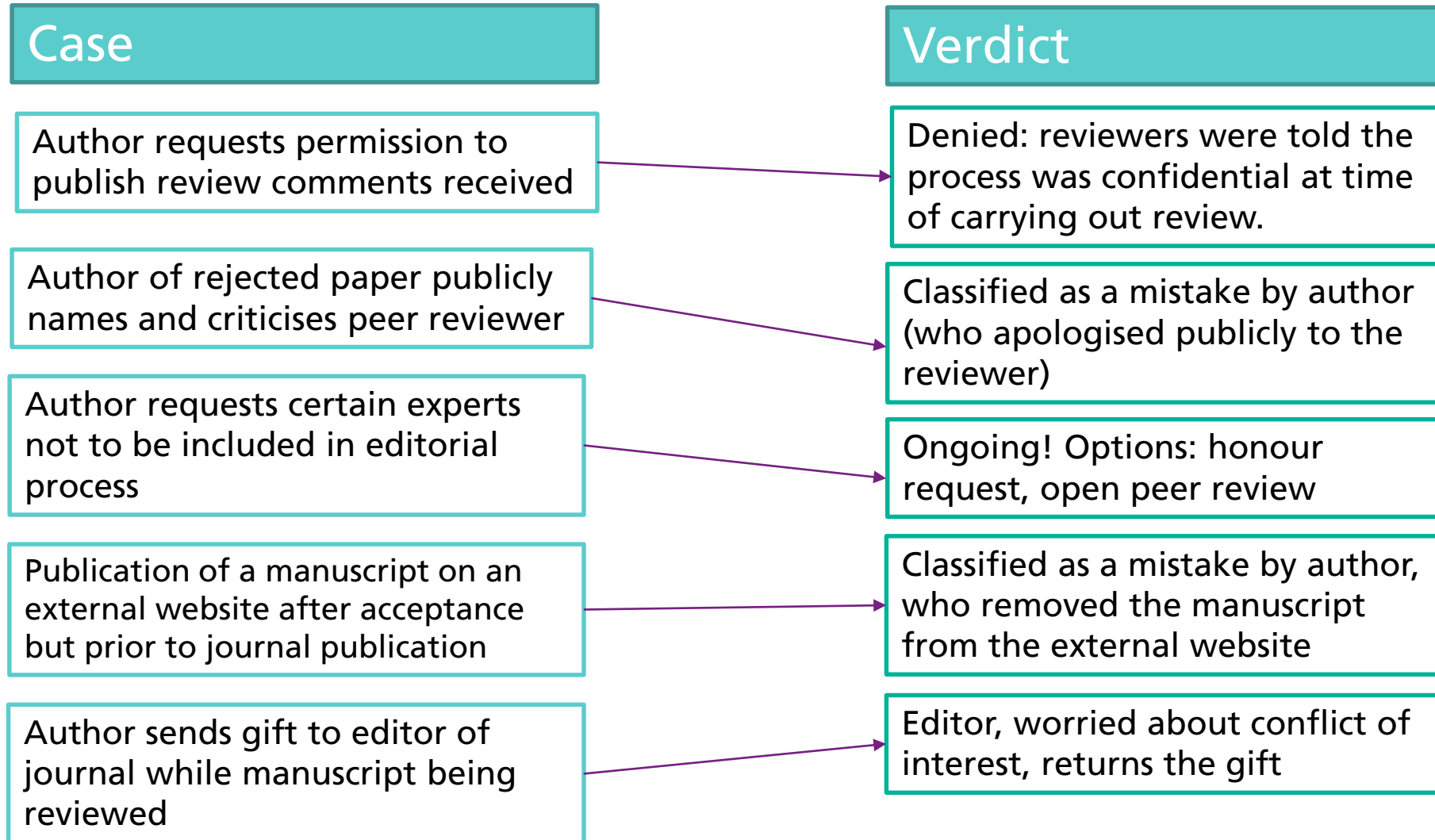
Guidelines: the report

- **Sources:** Do include a list of additional sources for author to read/cite at the end or in the report, where necessary.
- **Decision.** Inform the journal editor what is your decision on the journal article (accept with minor/major corrections, revise and resubmit, decline).
- **Third person.** Use third person voice rather than first person (too personal).

PUBLISHING ETHICS

Publishing Ethics

Cambridge University Press is a member of Committee on Publication Ethics (COPE).



Publishing Ethics

Ethical issue	Author responsibilities
× Duplicate submission	✓ Confirm work in the submitted manuscript has not been submitted elsewhere
× Plagiarism or inadequate citing	✓ Ensure that all work in a submitted manuscript is original and that you acknowledge content reproduced from other sources.
× Non-disclosure of conflicts of interest	✓ To declare any potential conflicts of interest.
× Significant errors in publication	✓ Notify the publisher if a significant error in publication is identified
× Not conforming to national, local and institutional laws and requirements	✓ Studies involving human or animal subjects should conform to national, local and institutional laws and requirements
× Copyright issue	✓ Obtain permission to reproduce content such as images, maps, figures, musical examples etc.

SUPPORT FOR RESEARCHERS & AUTHORS

Journal Recommendation Services

- Cambridge University Press (partnered with AJE):
www.cambridge.org/academic/author-services/services/journal-recommendation/
- Other publishers / service providers
 - Wiley's Journal Finder
 - Taylor & Francis Journal Suggester
 - Elsevier JournalFinder
 - Springer Nature Journal Suggester
 - Cactus Editage Journal Selection
- Search Web of Science database / Scopus for the top journals if your institution have subscribed to it

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- editors are native English speakers, with Masters/PhD/MD from top research universities and a specialist in your discipline
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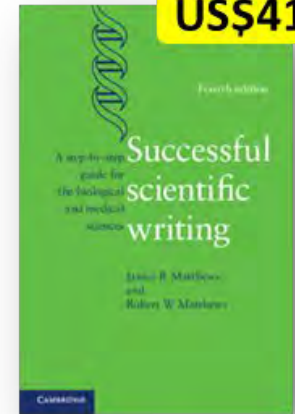
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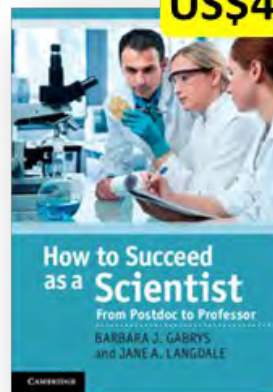
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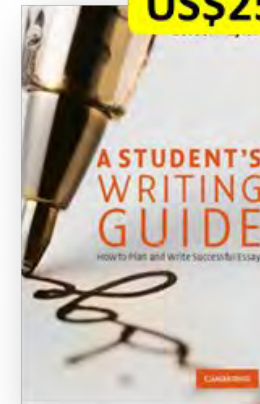
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Taylor
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The collaborative site to upload, share and advance your research

Cambridge Open Engage is the new early content platform from Cambridge University Press, designed to provide researchers with the space and resources to connect and collaborate with their communities, and rapidly disseminate early research. It is free to upload and read content.

www.cambridge.org/engage/coe/public-dashboard

Thank you!



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