

Responsibilities of Referees

1) Who is a Referee and what role do they have?

Referees are external experts chosen by Editorial Board Members to provide written opinions on submissions that facilitate their evaluation and – via suggestions for potential revisions – help improving them. The Referee's role is to advise the Editorial Board. The final responsibility for decisions on what is and is not published rests with the Board.

2) What are the responsibilities of Referees?

- a) Referees should provide constructive, speedy, accurate, courteous, unbiased and well-argued reports.
- b) Referees must not make any use of data, arguments or interpretations in papers they are invited to review, unless they have the Author's permission.
- c) Referees must declare relevant interests and possible conflicts to the Editorial Board when they are invited to review a manuscript.
- d) If Referees suspect that research misconduct has occurred, they should first bring this to the attention of the Managing Editor in confidence.
- e) Referees have a particular obligation to consider possible plagiarism in papers that they are evaluating and to draw the Managing Editor's attention in confidence to any material that they consider to be problematic.

3) Complaints

If Authors are dissatisfied with the quality of the expert opinion, they must first draw their concerns to the attention of the Editor-in-Chief. If their concerns are not satisfactorily resolved, the Editor-in-Chief authorises the consultation of a new Referee. The first expert opinion will be passed to the new Referee.

Many thanks in advance for considering these points

The Editorial Board

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Please do not hesitate to contact our Managing Editor by email if you have any questions about the refereeing process.

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