



## Peer Review Process

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### Overview

Most publication types must undergo peer review. The JSOU Press and Editorial Board will retain a list of peer reviewers who are experts in the fields in which the Press publishes. If new peer reviewers are needed (in a new field, or to replace previous reviewers) representatives of the Press and/or Editorial Board will locate the new reviewers through existing contacts.

### Process

Author submissions will be sent to a minimum of two peer reviewers. Peer reviewers will be sent an anonymous version of the research proposal or manuscript. Peer reviewers will have a review period of up to one month.

Using the standard JSOU Press peer review form, peer reviewers will be asked to provide feedback and rate according to the appropriateness, relevancy, argumentation, written quality, and strengths and weaknesses of a manuscript. Reviewers will also make publishing recommendations, and additionally may make recommendations for authors.

Peer reviewers will consider if a manuscript contains information that expands current knowledge of a field, creates new knowledge, or advances the academic interests of JSOU. Proposals or manuscripts that do not contribute novel information will not be considered for publication by JSOU Press.

If peer reviewers are willing, they can forfeit their anonymity and speak directly to an author after they have completed their review and that review has been received by the author. If the author requests follow-up with a reviewer, the Press will ask the reviewer if they are willing to speak directly with an author.

### Recommendations

Manuscripts return from peer review with recommendations for moving forward with the project. Peer reviewers will make specific note of their recommendation to publish, publish after minor modifications, resubmit after major revisions, or reject. Note that these suggestions are not official determinations; ultimately, the JSOU Press makes all decisions about whether to move forward with publication.

Publish: Submissions that are unanimously reviewed and rated as such will move forward without mandatory work by the author.

Publish after minor modifications: An author is expected to make changes to the proposal or manuscript or offer explanations why their submission should not be changed. The project will not move to the next step in the editing process until the author has addressed the requested

changes. JSOU Press editors will not be responsible for making any peer review suggested changes to content.

Resubmit after major revisions: Submissions that have significant editorial suggestions, but which still have overall merit and value to the field, can be reworked by the author and resubmitted to the Press. If resubmitted, the document will go through the peer review process again.

Reject: Submissions that are rejected will not be eligible for publication.