

Ongoing Training for Authors, Peer Reviewers, Editors, and Copyeditors

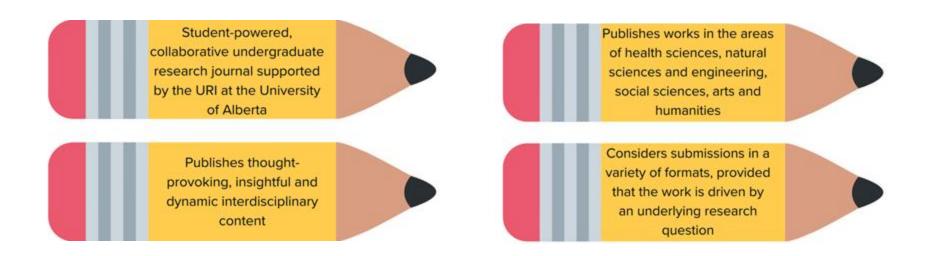
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Section 1: About the Journal



# ABOUT THE JOURNAL





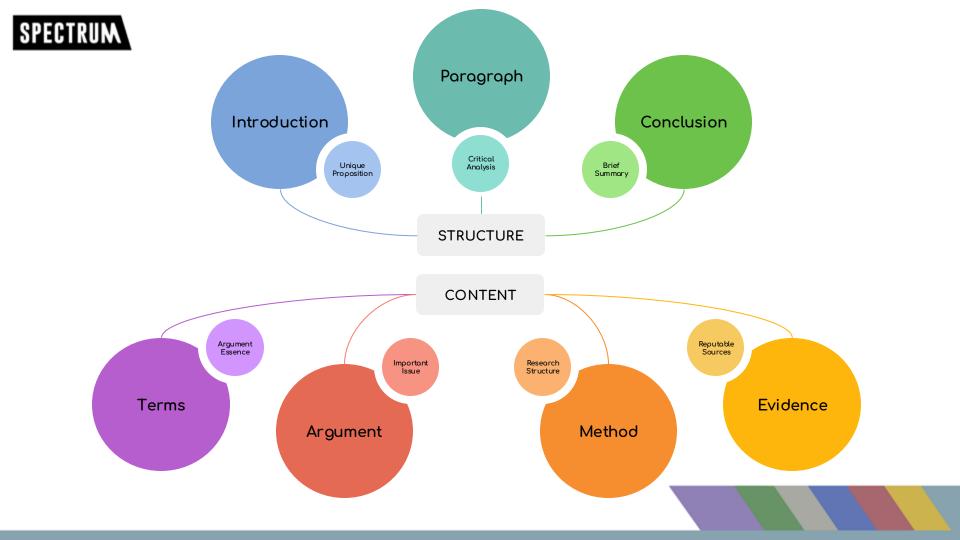
**Section 2: Authors** 

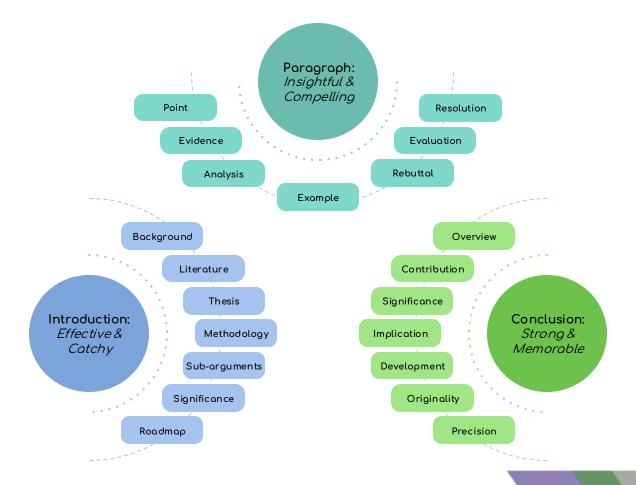


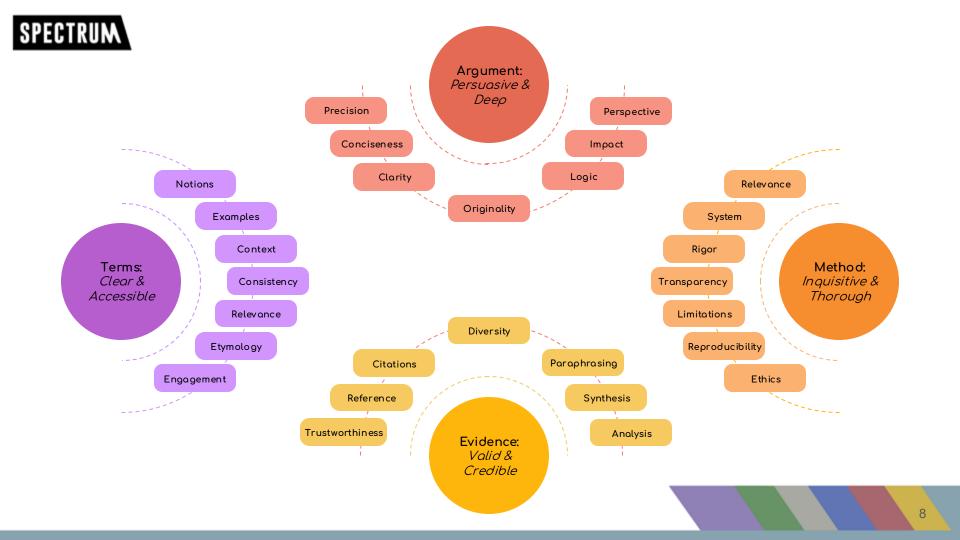
### **Author Tip Sheet**

How to polish your work to get it published A 7-Squared Approach for Authors











**Section 3: Peer Reviewers** 

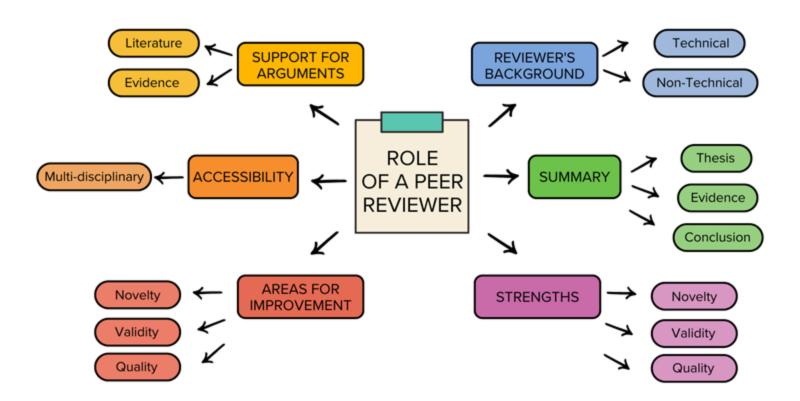


### PEER REVIEW SYSTEM



Undergraduate Technical Undergraduate
Non-Technical

Graduate Technical





## RESPONSIBILITIES OF A PEER REVIEWER

## Do

- O COMMIT SUFFICIENT TIME TO THE REVIEW
- RESPECT DEADLINES
- STRIVE TO REMAIN
- O COMMENT ON STRENGTHS
  AND WEAKNESSES
- PROVIDE SPECIFIC
  RECOMMENDATIONS
- KNOW YOUR LIMITS
   AND RESPECT SCOPE
- GOLDEN RULE:

### Don't

- SPEND A LOT OF TIME CORRECTING GRAMMAR
- REWRITE THE SUBMISSION
- EXPECT AUTHORS TO
   MAKE ALL CHANGES
- O VIOLATE CONFIDENTIALITY
- FAIL TO DECLARE A
  CONFLICT OF INTEREST
- O VIOLATE THE
  JOURNAL'S POLICIES
- PROVIDE A REVIEW THAT IS NOT CONSTRUCTIVE

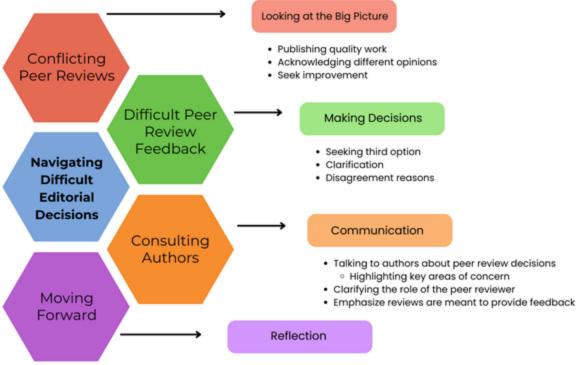


# SUPPORTING AND EMPOWERING PEER REVIEWERS



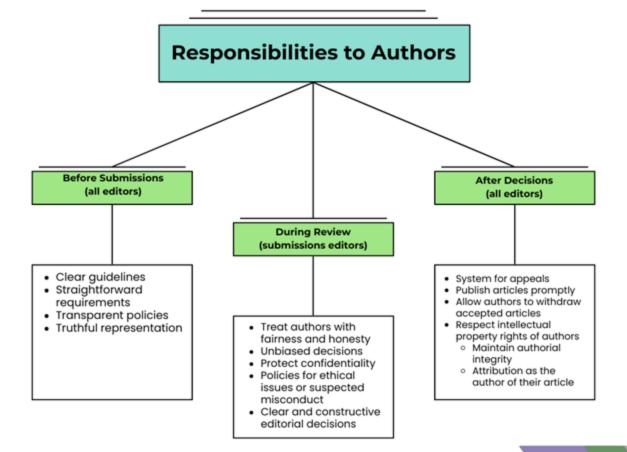


**Section 4: Editors and Copyeditors** 



- · How was the disagreement effective with improving the work?
- Can areas of disagreement be discussed for future training purposes, feedback to reviewers, and the editorial board?
- · Was there something useful to share to the editorial board?







#### **Readers and Academic Community**

- Rigorous review process
- Content aligns with journal's mission
- Access and long term preservation
- · Transparency about stakeholder

#### Reviewers

- Respect
- Assertiveness
- Guidance
- Reward



#### **Editorial Board**

- Collaboration
- Communication
- Respect
- Policies that avoid conflict of interest
- Hiring and training new editors





## Thank You

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