

### **Reviewer guidelines**

Upon the request by the editor and before accepting the manuscript for review make sure that the review article matches your expertise. Only accept the article when you are confident of reviewing the work

### **Conflict of interest**

Having conflict of interest with the authors work will not deter you in reviewing the work. For example; if you work in the same department or institute as one of the authors; if you have worked on a paper previously in collaboration with an author; or you have a professional or financial connection to the article. The conflict of interest should be intimated before hand to the Editor and the editor will take a decision.

### **Always ensure enough time for review**

The manuscript review demands proper attention to each detail as given by the author. Hence the reviewers are advised to make enough time to review the article. On an average an article will take about 5 -6 hours for the review .Always ensure whether you have such time available before accepting the manuscript

### **Managing the accepted manuscript deadlines**

Deadlines for review of the manuscript differ per journal. The editors will inform the deadline at the time of request .The editor also keep you reminding the dead line in due course of the review. In case if you cannot review the manuscript due to lack of time in the midway immediately notify the same to the editor so that the editor will take a decision either to transfer the review to another reviewer or to extend the time line.

---

## Peer review process flowchart

