The School of Public Policy Publications - Guide for Reviewers

Double-Blind Review Process

The SPPP will request reviews from at least two external peers. Reviewers will advise the Program Director or Scientific Director who commissioned the paper whether it meets a high intellectual standard, including the analysis of data and review of the literature relevant to the particular policy issue. To facilitate the process, we ask reviewers to upload an anonymous report on the reviewed paper. The report's structure can vary, but it should include all key elements of the reviewer's evaluation. The report can provide general comments on the appropriateness of the paper for publication by SPPP (including readability and accessibility by a broad audience) as well as specific comments on the organization of the paper, methodology, soundness and substantive significance of the results and conclusions, and logic of authors' arguments.

We provide the following rubrics as areas reviewers may wish to touch on in their review. Using these rubrics as guides, we ask reviewers to create an anonymous, detailed report that will be sent to the commissioning Program Director or Scientific Director and will also be shared with the authors.

- Have the authors defined their topic and approach appropriately?

- Is their treatment of the topic innovative and engaging?

- Is the paper's policy relevant and does it contribute to current policy debates?

- Are the methods appropriate and rigorous?

- Are the discussion and conclusions well balanced and adequately supported by the data?

- Have the authors used a clear and understandable style in making their argument and presenting their data?

- Are there any substantive issues? These might include background literatures or analyses that you feel are missing or underrepresented.

- Are there any technical and/or formatting issues? These might include copy editing requirements or missing labels on figures.

- If you are asked to cut this paper for clarity and brevity what would be your suggestions?

To expedite the publication process, we ask reviewers to complete their review either within three weeks of receiving the paper, or within the specific time frame requested by the Program Director or Scientific Director commissioning the paper. Additional time may be requested by the reviewer when first accepting the request for review. Reviewers unable to provide a timely report either due to other demands or a mismatch in expertise are requested to inform the Program Director or Scientific Director managing the peer-review process as soon as possible. Suggestions for alternate reviewers are always appreciated.

The reviewers will also have the opportunity, using the online publishing platform, to communicate directly and confidentially with the SPPP Editorial team. All communications via online platform are confidential. Topics you may wish to raise to editors might include not only your general opinion of the manuscript, but any specific concerns you might have regarding a conflict of interest or suspicions of duplicate publication, fabrication of data or plagiarism.

Visual Guide on How to Submit the Review Online

Dear Reviewer:

You have received a review invitation email from The SPPP online publication platform in which there is a link that directs you to your review dashboard. If the link does not work, please follow below steps:

1. Navigate to the SPPP website (https://journalhosting.ucalgary.ca/index.php/sppp/login) and log in to your account using the username and password previously provided. If you do not remember this information, please follow these steps to reset your password:
   a. Click on login and then click on "Forgot your password" as shown below:

   b. Then enter your academic/university email address in the box; you will receive an email prompting you to reset your password.

2. Once logged in to your profile, click on 'Reviewer' (required if you have more than one role, i.e.: editor, reviewer, author) to be taken to review dashboard.

3. In your review dashboard you can see any active submissions. Click on the title of paper (see below).

4. Notify the relevant editor as to whether you will undertake the review or not by clicking on one of the two links as shown in the screen shot below:
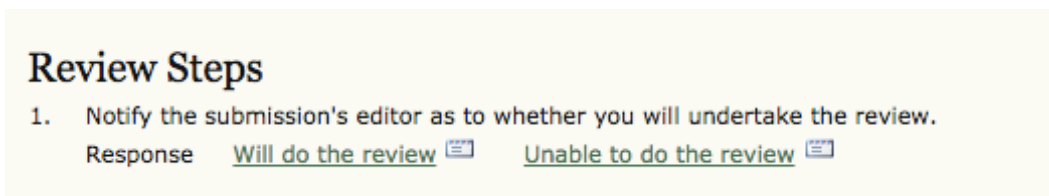
Important Note: If you are willing to review the paper, you need to click on the '**Will do the review**' link, otherwise you will not get access to the paper.

5. Complete the five review steps described in the portal as shown below:

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
   Response   Accepted

2. Click on file names to download and review (on screen or by printing) the files associated with this submission.
   Submission Manuscript   42183-110399-1-RV.DOCX   2017-05-30
   Supplementary File(s)   None

3. Click on icon to enter (or paste) your review of this submission.
   Review 💬

4. In addition, you can upload files for the editor and/or author to consult.
   Uploaded files   None
   Choose File No file chosen   Upload
   ENSURING A BLIND REVIEW

5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
   Recommendation   Choose One ⬍   Submit Review To Editor

Note: Step 3 is optional and can be skipped.

6. In the final step, the system prompts you to send an email to the commissioning editor to inform him/her of your review completion.

Send Email

To	
CC	Myles Leslie <myles.leslie@ucalgary.ca>
BCC	

Add Recipient   Add CC   Add BCC

☐ Send a copy of this message to my address (akram.mahani@ucalgary.ca)

Attachments   Choose File No file chosen   Upload

Subject   [SPPP] Review of Research Paper Completed

Body

Dear Dr. Myles Leslie:

I have now completed my review of "Postpartum Depression Screening In Alberta, Canada: A Cost Effectiveness Analysis" for The School of Public Policy Publications, and submitted my recommendation, "Revisions Required."

xxx

Send   Cancel   Skip Email

Thank you!

Note: If you have any questions about the online publication platform or SPPP processes, please contact spppublications@ucalgary.ca.