

GUIDE FOR REVIEWERS

*Cuadernos del CEMYR* appreciates the work carried out by expert reviewers in the academic community who provide an essential service to upholding the publication’s excellence and promoting research within its fields of specialisation. The peer review process is an essential stage for research development in all subject areas. Authors and researchers can benefit by improving their work and broadening their knowledge.

Reviewers also benefit from being able to read cutting-edge research before publication and anyone else in the field. They can also feel satisfied in knowing that they are contributing directly to the development of their scientific field. The following pages provide information and resources to help you as a reviewer for this journal.

1. Ethics and responsibility

This journal is committed to upholding the integrity of the work we publish. *Cuadernos del CEMYR* takes issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and always investigate any claim of plagiarism or misuse of published articles. The editorial team uses duplication-checking software to check manuscripts submitted with a view of protecting the reputation of the journal against malpractice.

All manuscripts received must undergo an anonymous peer review process (under a double-blind system). If a reviewer discovers the author’s identity via any means (for example, by identifying a previous work or reading an article presented at a conference), they must immediately inform the journal’s editor.

*Cuadernos del CEMYR* kindly asks reviewers to inform the editor if they suspect any of the following issues in the manuscripts being reviewed so that the situation can be discussed as soon as possible. We remind reviewers that all information about these matters must be kept confidential and must not be discussed with colleagues who do not belong to the journal’s Board of Directors.

- That the article has been published or sent to another journal.

- That the document is duplicating others’ work.

- That the research conducted could have ethics issues.

- That there could be a conflict of interest not disclosed in the manuscript submission.

(editors may have more information on the matter than you, which is why it is better to check with them).

2. Conflicts of interest

Before reviewing a manuscript, *Cuadernos del CEMYR* recommends that reviewers think carefully about potential conflicts of interest that could be related to reviewing the manuscript. Sometimes, as a reviewer, you could have a possible conflict of interest when reviewing a particular manuscript.

For example:

- You may have a close working relationship with the authors.

- You may be a competitor of the manuscript author(s) in their same area of research.

- You may participate in a project that would benefit from the authors’ work if the journal accepts to publish the article.

- You may have helped the authors complete their work. In the event that any or several of the situations above apply, or if you, for any other reason, were to feel uncomfortable about reviewing an anonymous manuscript, you should inform *Cuadernos del CEMYR*’s Board of Directors so that we can decide if we need to assign a different reviewer. You are recommended to refuse to review a manuscript if you have a possible conflict of interest, and it is important to confirm such at this early stage to avoid later accusations that could affect the objectivity of your report.

3. Review turnaround times: Once you have agreed to review a manuscript, you must send the report within four weeks. If, for any reason, you need extra time to finish the report, you must inform the journal’s Board of Directors.

4. Writing the report:

Reviewers must base their assessment on the manuscript’s quality in terms of relevance, innovation, writing and ability to present the information clearly. *Cuadernos del CEMYR* will provide you with a peer review form (available in English and Spanish) to prompt you about the manuscript’s reliability, methodology, structure and formal aspects.

Reviewers must give authors advice and recommend corrections, always being objective, specific and constructive. More specifically, *Cuadernos del CEMYR* wants reviewers who:

- Are clear about what needs to be added or revised in the manuscript.

- Provide the journal's editor with objective and detailed observations.

- Provide the author with constructive observations to help them improve the manuscript.

- Suggest additional literature or references that the author could read to improve their manuscript.

- Are as specific and detailed in their reports as possible.

- Are honest and do not suggest that the author includes citations for their own publications to improve their own citation count or increase their work’s visibility.

To this end, all recommendations should be clear and based on academic or valid scientific reasoning.

5. More information and additional resources

This journal follows the recommendations and practical resources on editorial best practices of the following associations and bodies:

- Association of American University Presses (AUPresses)

- Committee on Publication Ethics (COPE)

- European Association of Science Editors (EASE)

- Fundación Española de Ciencia y Tecnología (FECYT)