Tutorial for Reviewers
(MPRP)

Why to join as a reviewer?

Peer review delivers a structured learning process to scholarly experts to critique and expertise. It helps a researcher to develop lifelong skills in assessing and providing feedback to others, and also equips them with skills to self-assess and improve their own work.

1. **Build academic profile**

The editors/scholarly community need to know who you are and what is your research expertise? Build your online profiles up-to-date on platforms like ORCID, research gate etc. by showcasing your work

2. **Strengthen your visibility**

Help yourself inn increasing your visibility by your hard work on scientific platforms and Editors also can access your review expertise and interest.

Rest details we will be discussing in our last module that what the benefits of joining as a reviewer are.
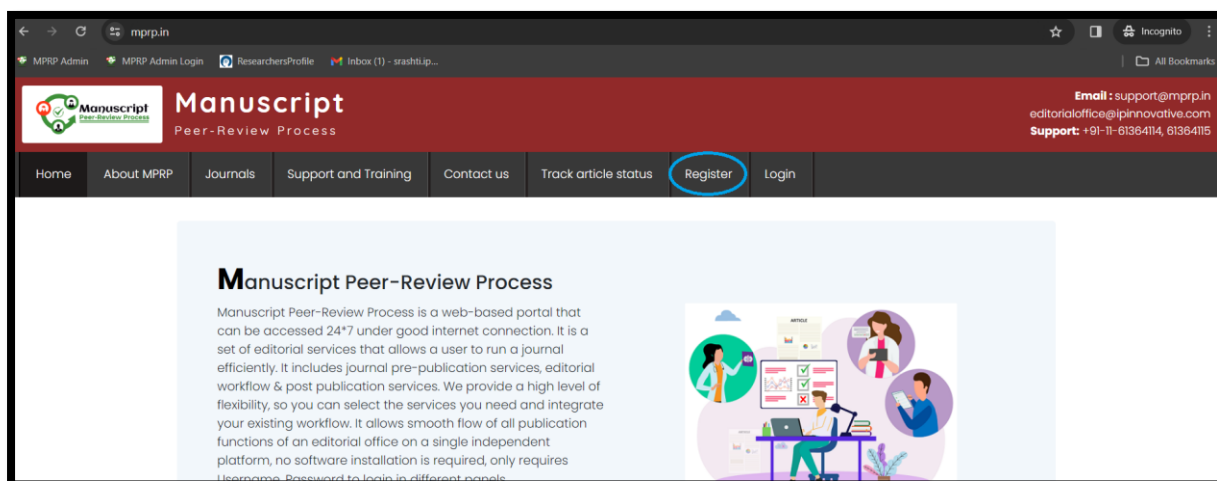
Who can join as a reviewer?

Peer review is the evaluation of work by a group of people (Peers) having same level of competencies and working in same field. Before joining as a reviewer, the person should be fulfilling the following characteristics:

1. **Educational Background:** The applicant must have PHD/M. Phil. or master's degree or must be pursuing same to Join as a reviewer
2. **Experience:** The applicant must have substantial experience (5+ years) in their chosen field of research.
3. **Expertise:** The applicant's study area needs to fall within the scope of the journal.
4. **Timeliness:** The applicant should be prepared to devote some time for reviewing manuscripts.
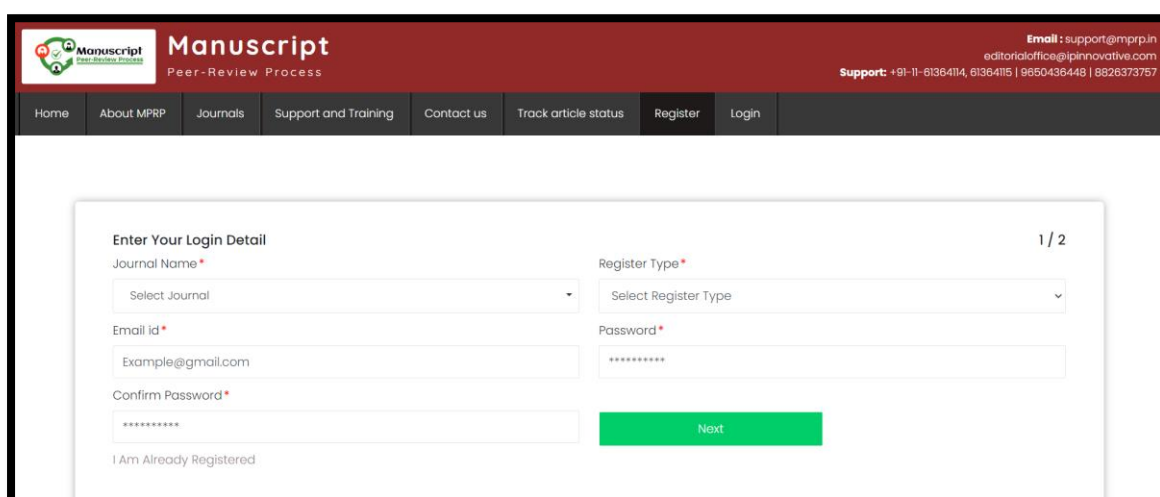5. **Responsible:** He/She should have to review at least 10 papers in a year.

Steps to Register/Login as a reviewer

First reach out our manuscript peer review process website www.mprp.in. All the editorial work from submission to publication operates from this portal only.
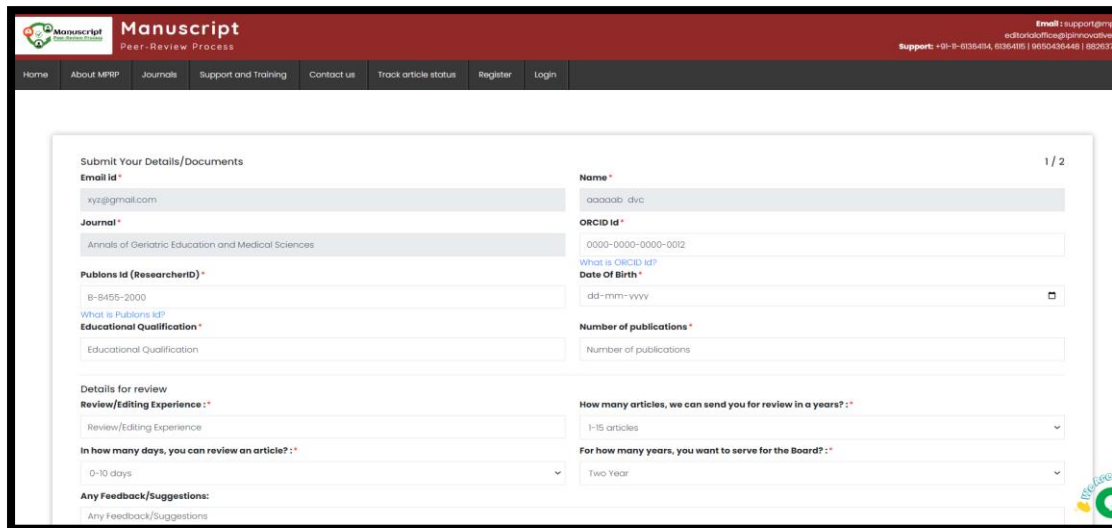
Step 1: Register as a reviewer on the link: https://www.mprp.in/user-registration

Step 2: Select journal as per your expertise in which you can review paper and has good knowledge of particular subject.

Step 3: Complete the registration procedure and prepare a password. Submit your all details and document required like email id, orcid id, educational qualification, number of publications, reviewing/ editing experience, yearly reviewing capacity. *Please fill the answers like In how many days, you can review an article? For how many years, you want to serve for the Board? Feedback/suggestions, subject category, your profile picture and declaration etc.

You can add as many as relevant keywords about your expertise to get more efficient peer review and you get more specific articles to review.

Steps after completion of registration

Once you are successfully registered, you will not be able to login as a reviewer as there an evaluation by editorial office will take place. They will check and evaluate your profile and data whatever you have filled at the time of registration. So, it's very important to fill the exact and accurate data along with the relevant subject categories at the time of registration. While evaluation if all the details will be found satisfactory, editorial office will activate your account, then only you will be able to join as a reviewer

<mark>Main Steps in Peer-Review Process</mark>

In general, the Peer-Review process includes following steps:

1. **Submission:** It is the very first step of Peer-Review; Authors submit their manuscript to a journal in the form of raw file. It can be any article like research article, review article, case report, or any other short article.

2. **Editorial Scrutiny or Assessment:** Now the control is under the hand of Journal's editor or editorial assistant whether to accept the article or reject on the basis of various factors like Aim & Scope, Plagiarism etc.

3. **Selection for Reviewers:** The Journal managing editor assigns the article to the reviewers whose subject specialties are matching with the manuscript.

4. **Peer-Review:** The assigned reviewers check the quality of article, and other parameters like aim & scope, methodologies, research findings, significance to journal and other ethical standards. After reviewing, the reviewer provide feedback like suggests alterations and modifications, corrections or major changes/minor changes etc.

5. **Reviewers Suggestions & Recommendations:** On the basis of evaluation of the manuscript the reviewer recommends the decision to the editor including acceptance or rejection or revision.

6. **Revisions by Author:** The journal handler requests these revisions to the author of manuscript; the author address given comments and are required to make necessary changes as per the comments and resubmit the file to journal.

7. **Re-evaluation:** The reviewer once again checks the paper whether the prior marked comments are addressed in paper or not and now handover the decisions to editor who considers the reviewers feedback and make the final decision. The final decision by editor can be

acceptance, rejection and conditional acceptance with major or minor changes.

8. **Acceptance & Publication:** If the paper is accepted by editor, it is considered to the next level like to production or publication stage where it undergoes to copyediting, proof-reading and all formatting as per the Journal's style. After completion of all these steps, the paper is published.
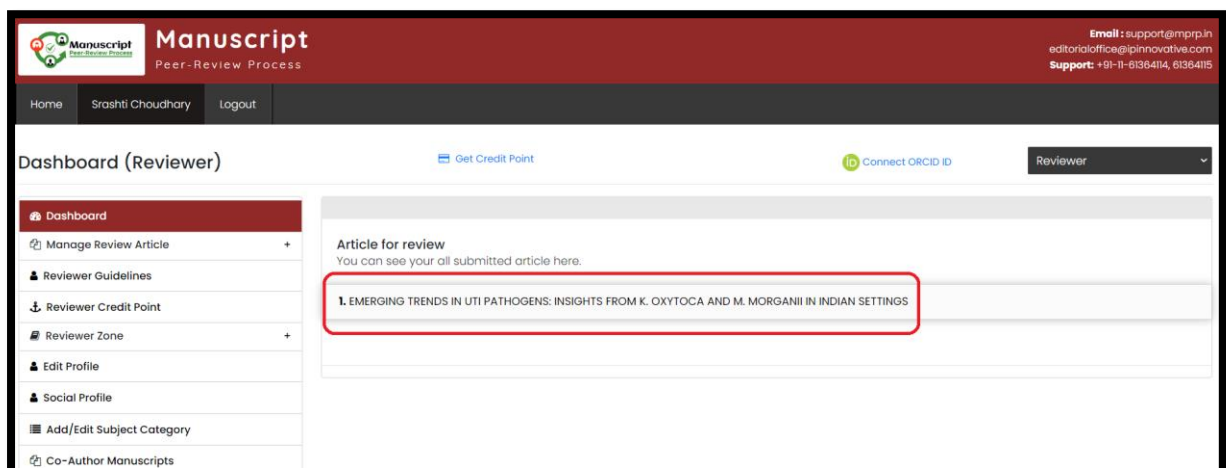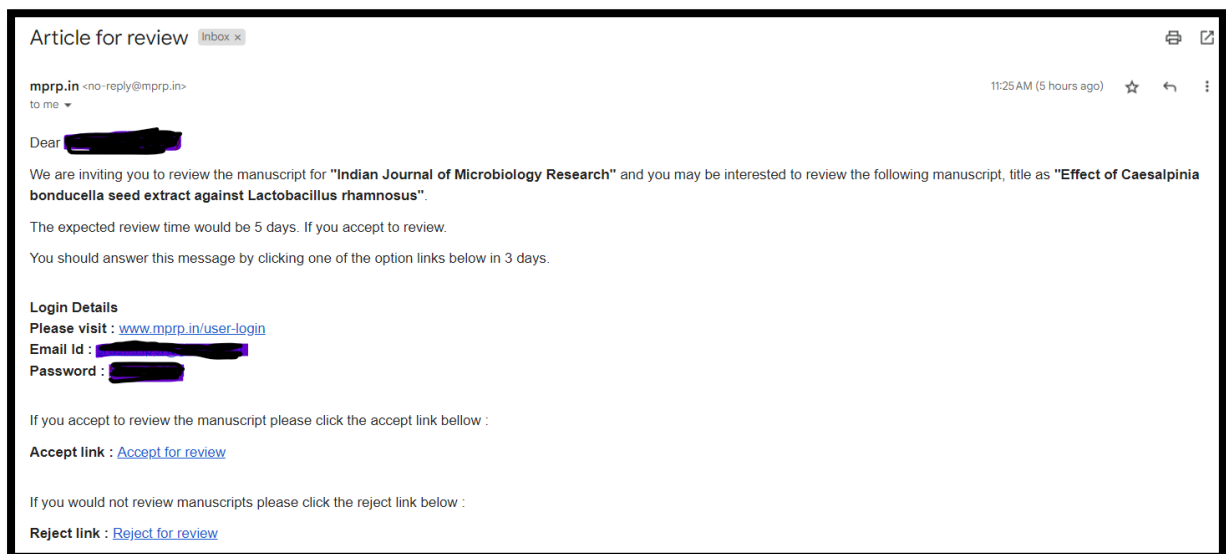
Common key points that should be kept in mind while reviewing the papers:

S. No	Particulars	Details Description
1.	**Title**	Does the title reflect the main subject/hypothesis of the manuscript? Is the title complete?
2.	**Abstract**	Does the abstract summarize and reflect the work described in the manuscript?
3.	**Keywords**	Do the keywords reflect the focus of the manuscript?
4.	**Background**	Does the manuscript adequately describe the background, present status, and significance of the study?
5.	**Methods**	Does the manuscript describe methods (*e.g.,* experiments, data analysis, surveys, clinical trials, etc.) in adequate detail? Are the study methods are sound and appropriate? Is statistical analysis appropriate.
6.	**Results**	Are the research objectives achieved by the experiments used in this study? Does the manuscript meet the requirements of Biostatistics?
7.	**Discussion**	Does the manuscript interpret the findings adequately and appropriately, highlighting the key points concisely,

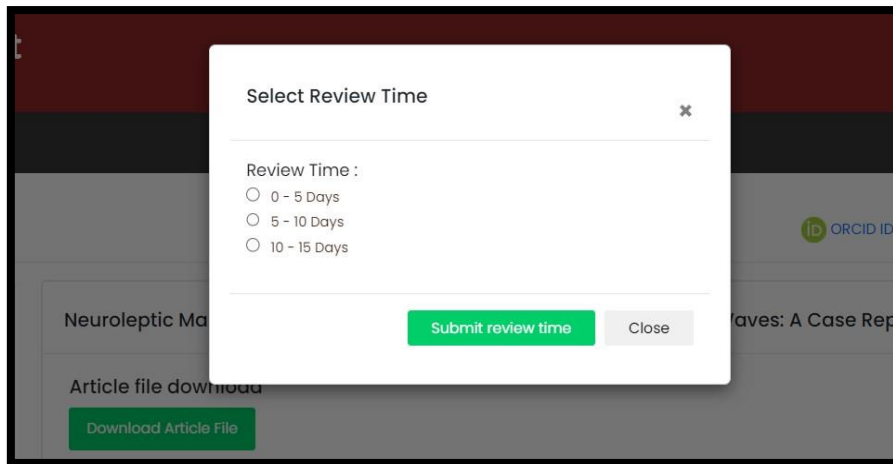|		clearly, and logically? Are the findings and their applicability /relevance to the literature stated in a clear and definite manner? Is the discussion accurate and does it discuss the paper's scientific significance and/or relevance to clinical practice sufficiently?
8.	**Illustrations and tables**	Are the figures, diagrams, and tables sufficient, good quality, and appropriately illustrative of the paper contents? Do figures require labeling with arrows, asterisks, etc., and better legends?
9.	**References**	Does the manuscript cite appropriately the latest, important and authoritative references in the introduction and discussion sections?
10.	**Quality of manuscript organization and presentation**	Is the manuscript well, concisely, and coherently organized and presented? Is the style, language, and grammar accurate and appropriate?
11.	**Research methods and reporting**	The article is of interest to members of the education research community?
12.	**Ethics statements**	For all manuscripts, author(s) must submit the related formal ethics documents that were approved by their local ethical review committee. Did the manuscript meet the requirements of ethics?

How to review an article

Once you will receive an article for reviewing, you will get an invitation to review the paper in your registered mail ID. You can accept or reject the invitation simply as per your expertise. It will be coming like the second picture shown below in your reviewer dashboard. So, you need to click on particular article for accessing the file to review.

Always Choose the timeframe as per your availability, and if you are choosing the 0-5 days duration please try to complete the review process within that duration.
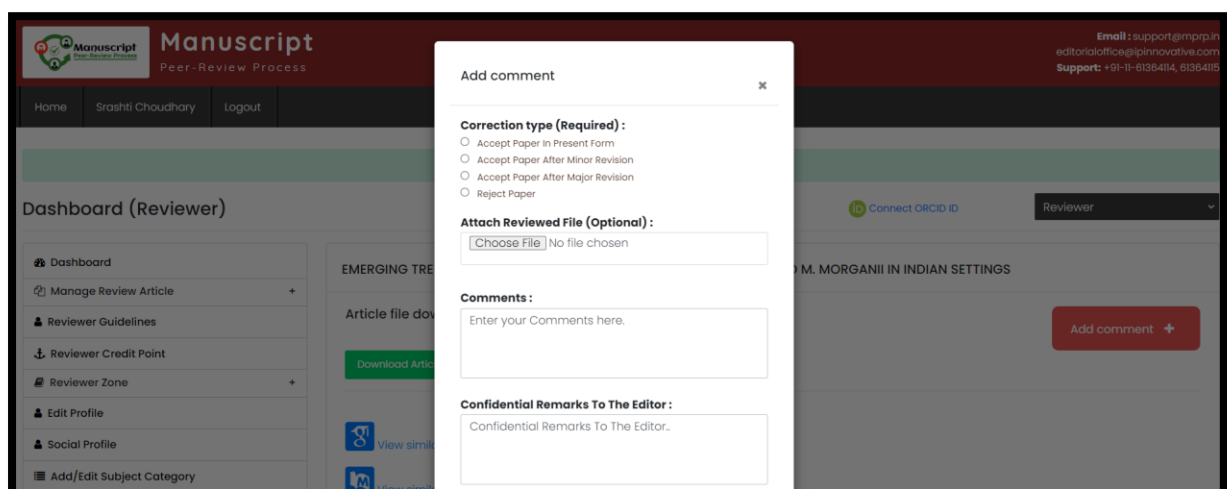
Reviewing an article in scholarly and academic publishing is a very important and crucial step that help is maintaining the quality of research. Here we have listed some basic steps for article reviewing:

1. **Check Aim & Scope:** It start with reading an article thoroughly and to check whether the article is coming under aim & scope of the journal or not. It is a very basic thing one need to check in an article.

2. **Understand the significance for Journal:** It is very important to understand the significance of a manuscript for the journal. Consider what is required from each section of the article. Reviewers can ask for any additional information or experiment related to methodology or results if required that can lead to enhancement in necessity of paper for the Journal.

3. **Understand the methodology:** Examine the methodology's suitability and accuracy of the manuscript. Examine if the research question can be answered given the study design, data collection techniques, sample size, statistical analysis, and ethical issues etc.

4. **Evaluate the quality and originality:** The only way to determine originality and relevance is in the context of recent and reliable research. Determine whether the study topic or objectives are clear and important. Check to see if they are well defined, in line with the body of existing literature, and add to the body of knowledge in the field.

5. **Focus on strength and weakness:** Clearly state the advantages and disadvantages of the methodology presented in the manuscript. Check to see if the author addresses the ramifications of the findings and admits any limitations.

6. **Evaluation of ethical integrities:** Check to see if the study complies with ethical norms, including handling sensitive data in a responsible manner, protecting human or animal participants, and providing sufficient informed consent. Any ethical issues should be reported to the editor.

7. **Constructive feedback:** Preparation of constructive feedback is also a very important step in reviewing journey. Address each aspect of the article in detail and provide suggestions for improvement. Concentrate on the advantages, disadvantages, points that need more explanation, new research or experiments, or any issues with the technique, analysis, or interpretation.

Submit the comments: The last step includes submission of comments or reviewing output to the Journal or editor with the timeframe. Once you are done with the review process.

Give the clear feedback along with the reviewed file. You may add additional comments in the comment section and reviewed file can be uploaded in the option to attach the file.
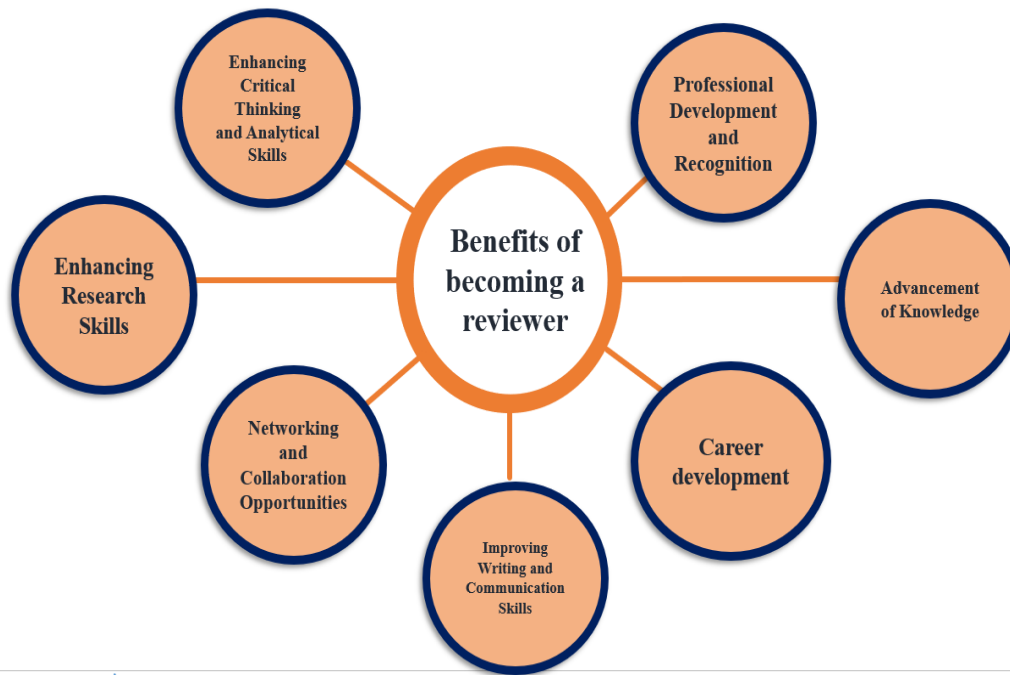
Benefits to reviewers

Peer-Reviewing offers several benefits to both reviewers and scientific community by improving the quality of published research. Here we mentioned some basic and main benefits of peer-reviewing:

1. **Reviewing Certificates and Credit points:** After completion of the review process, you will be eligible to avail credit points/review that you can avail later on from your reviewer dashboard in reviewer zone tab. Review point can be Redeemed for buying any Innovative Publication books via our online bookstore with 40% discount offer for yourself or any of your relative or known. Also, you will be getting special recognition and certificate of reviewing for each review.

2. **Enhancing Critical Thinking and Analytical Skills**: Reviewing manuscripts requires a thorough study of the research design, data analysis, findings, and recommendations. The reviewer's critical thinking and analytical abilities are strengthened through this process, enabling them to evaluate the research's advantages and disadvantages and offer helpful criticism. Reviewers learn more about their specialized subjects and the research process as a whole.

3. **Enhancing Research Skills:** Reviewers are exposed to a variety of research topics, methodology, and approaches when they read manuscripts. It enables reviewers to have a deeper comprehension of different research methodologies, data analysis strategies, and theoretical frameworks. As a result of this exposure, their knowledge and research abilities grow, empowering them to undertake more thorough and superior research for their own projects.

4. **Networking and Collaboration Opportunities:** Reviewers generally connects with writers, researchers, and subject matter experts in their field by participating in the peer-review process. It offers chances for networking and holds the promise of future research project collaboration. Developing connections with other industry experts can result in beneficial partnerships and the sharing of ideas.

5. **Improving Writing and Communication Skills:** Reviewing papers involves the ability to communicate effectively and clearly. Reviewers can improve their writing and communication skills by giving authors constructive criticism. You can critically evaluate research articles and provide your ideas and recommendations in a clear, cogent manner through reviewing.

6. **Professional Development and Recognition:** It is acknowledged that reviewing is a significant contribution to the academic community. It improves your professional standing and exhibits your subject-matter expertise. Your reputation will gain legitimacy if journals and publishers recognize you as a reviewer. This recognition may also lead to new opportunities, such as invitations to serve on editorial boards or attend conferences and workshops.

7. **Advancement of Knowledge:** Reviewers can actively contribute to the development of knowledge in your field by peer reviewing. You play a key part in preserving the integrity of the published literature by assessing the caliber, rigor, and validity of research manuscripts. Your comments and recommendations can help writers improve their work and drive future scientific inquiry.

8. **Career development:** Peer-reviewing definitely helps in career development by enhancing knowledge, increasing visibility and skills. It also helps in promotional activities and improve familiarity with industry norms and enable the reviewers to gain the respect among the academia and scientific.

Benefits of becoming a reviewer

- Enhancing Critical Thinking and Analytical Skills
- Professional Development and Recognition
- Enhancing Research Skills
- Advancement of Knowledge
- Networking and Collaboration Opportunities
- Career development
- Improving Writing and Communication Skills

For more details, you can visit our guidelines: https://www.ipinnovative.com/guidelines/reviewer and regarding any questions, must read: https://www.ipinnovative.com/faq or can contact us by support@mprp.in or info@ipinnovative.com.