APN Science Bulletin

Guide for Reviewers

INTRODUCTION

The APN Science Bulletin: Global Environmental Change is APN's flagship publication started in 2011 as an annual collection of the results of APN-funded work, which is widely disseminated to the science, policy and practitioner communities. The publication features peer-reviewed articles from projects funded by APN. The Science Bulletin is published electronically as an open-access journal available full-text at www.apn-gcr.org/bulletin.

EDITORIAL BOARD

Managing Editor

Dr. Linda Anne Stevenson, Head, Division of Communication and Scientific Affairs, APN Secretariat

Editorial Advisory Committee

The list of members of the Editorial Advisory Committee is available online at https://www.apn-gcr.org/bulletin/imprint-2019/

GUIDE FOR REVIEWERS

Rigorous peer review improves research quality and ensures that research is properly verified before being published. It also keeps reviewers updated with the latest developments in their fields of study, which is beneficial to their own development.

Before Accepting the Invitation to Review

Before accepting the invitation to review the article and become a member of the Editorial Advisory Committee. Please consideration the following three things:

- Do you have time to do the review by the deadline? Reviewing can be a lot of work – before you commit, please make sure you can meet the deadline.
- Is the article within your area of expertise?
- Do you have a potential conflict of interest? Disclose this to the editor when you respond.

Please respond to the invitation as soon as you can as any delay in your decision slows down the review process. If you decline the invitation, we would appreciate it if you could provide any suggestions for alternative reviewers.

Tone of Review

When writing a review, be mindful that you are critiquing the article in question, and not the author. **Therefore, your comments should be specific and constructive, with the aim of helping the authors to publish in better quality.** Providing insight into any deficiencies is also important. Please explain and support your judgement so that both editors and authors are better able to understand the basis of your comment.

Review Procedure

Articles are submitted by authors at the end of their APN project and will be sent to reviewers upon receipt. Once it is reviewed and accepted, the article will be published online.

Steps of Review

1. Read through the article, take note of major important issues, and complete the Review Form. Write down any questions or suggestions as appropriate. It may be helpful to consider these questions while reading the article:
- Is the article well-organized?
- Does the article contain all of the components you would expect (introduction, methods, results, discussion, references, etc)?
- Does the author do a good job of synthesizing the literature?
- Is the methodology clearly explained?
- Does the theory connect to the data?
- Does the author answer the questions he/she sets out to answer?
- Does the conclusion supports the problem stated and objectives?

2. Write out any minor criticisms of the article. Once you have laid out the pros and cons of the article, you are welcome to point out any other errors or mistakes in the body or text or any other aspects that can be improved. These may include numbering and captioning of graphs and tables, choice of words/abbreviations, missing information, inconsistencies etc. This can be done by indicating your edits/comments in the Word document with tracked changes turned on.

3. Review and submit your feedback. Go over your review and make sure that you are communicating your critiques and suggestions in a way as helpful as possible. Clearly explain the kind of revision that is required, and indicate to the editor whether or not you would be happy to review the revised article.

When everything is ready, return the completed reviewer form and the edited manuscript (if any) in Microsoft Word format back to the APN Secretariat.

Dealing with Grammatical Errors

Please keep in mind that you should avoid taking English language editing as a prioritized task. In the event that an article has many grammatical errors, please bring the issue to the attention of the APN Secretariat so we can follow up with editing or return the manuscript to the authors.