

**Westcliff International Journal of Applied Research
Reviewer Guidelines**

Ethical Guidelines

WIJAR adheres to the [Committee on Publication Ethics \(COPE\)](#) policies for ethical considerations in the peer review process. It is our belief that peer reviewers are paramount to maintaining the integrity of scholarly contributions. Due to our belief in the crucial nature of the peer review process, we ask all reviewers to agree to the following stipulations:

1. Reviewers will be dedicated to adherence of deadlines set for the review process and be in consistent and prompt communication with the editorial board.
2. Reviewers will review each article sent with the intention to aid the journal and author in publishing the highest quality of work possible. This can be done through suggestions and constructive feedback.
3. Reviewers will maintain objectivity and confidentiality when reviewing any article.

As WIJAR adheres to a double-blind review process, the identity of both the reviewers and the authors will be kept confidential throughout the entirety of the review process.

4. Reviewers should not consider reviewing articles should a conflict of interest be present.

Conflict of interest includes, but is not limited to, financial incentives, personal disagreements, religious/political bias, or professional opportunism. Should any conflict of interest exist, it is the responsibility of the reviewer to make the editorial board aware prior to accepting the article.

Peer Review Model

Model	Double-Blind
Interaction	All interaction between authors and reviewers will be facilitated by the WIJAR editorial board
Publication	Peer reviews are not published through WIJAR
Facilitation	WIJAR facilitates the review process
Ownership	WIJAR maintains ownership of the reviews

Adapted from Wiley. (2020). *Peer review general and ethical guidelines*. Retrieved from <https://authorservices.wiley.com/Reviewers/journal-reviewers/how-to-perform-a-peer-review/general-and-ethical-guidelines.htm>

WIJAR Review Process

Articles submitted to *Westcliff International Journal of Applied Research* will undergo a three-fold review process. Upon receipt of submission, all articles will be reviewed by the associate editor for adherence to submission guidelines and adherence to the plagiarism policy indicated. Should articles meet the general submission guidelines, the articles will be reviewed by members of the editorial board to determine that the articles fit the scope of this journal. Those that do will be sent forward through a peer review process, providing contributors feedback on their submissions. WIJAR adheres to a double-blind peer review process, and thus, always ensures the confidentiality of both the reviewer and author. Contributors receive one of the following responses: “accepted,” “conditionally accepted with minor revisions required,” “conditionally accepted with major revisions required,” or “declined submission.”

- *Accepted:* Article is accepted with only minor changes required. The article will be sent on to an editor for more in-depth help with details.
- *Conditional Acceptance with Minor Revisions:* Article is accepted upon adjustments made based on the peer review feedback. Upon completion of these changes, the article will be sent on to an editor for more in-depth help with details.
- *Conditional Acceptance with Major Revisions:* Article requires larger scale changes to be made prior to acceptance. The article has been deemed of interest and possess potential, but requires the author’s attention to adjust to the main areas mentioned.
- *Declined Submission:* Article is not accepted for publication. The content, purpose and/or research of the article is not appropriate for WIJAR. Those authors who receive an acceptance or conditional acceptance will also be provided a deadline for resubmission with recommended changes to be completed. Once the adjusted article is received, the article will be sent to an editor for final review.

Peer-review Process

After the initial review of the associate editor and editorial board, the article will be ready for peer-review. The following steps will be followed:

- 1). The associate editor will match the expertise of a reviewer with the article's focus
- 2). The reviewer will be sent a review request to either accept or decline the review (The review will automatically be canceled if not responded to within 7 days).

Considerations prior to acceptance: (1) Ability to meet deadlines; (2) Acknowledgement of expertise in the article's area of focus; (3) Confidence of ability to offer insightful feedback regarding the topic; (4) Ability to maintain a neutral and unbiased attitude towards the topic/results; (5) Belief that you are the best qualified to review this article (if not, do you have a colleague who would be a better fit for this review?).

- 3). Should the reviewer accept the request, the reviewer will complete the review by completing the recommendation, evaluation and general comments section via the WIJAR reviewer platform.
- 4). Reviewer will follow the review instructions to complete the review and submit the necessary documents within 21 days.