Journal of Suffolk Student Research

Guidelines for Reviewers
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Reviewer Role

Thank you for agreeing to be a reviewer for the Journal of Suffolk Student Research. Before reviewing a manuscript and completing your reviewer report, please ensure that you have fully read this document and understand the expectations regarding reviewing for this journal.

Reviewers are integral to the journal. It is imperative that all work is peer reviewed and that detailed and objective feedback is provided. Reviewers are not expected to have any involvement in preparing the student submission. Reviewers should abstain from reviewing manuscripts for work where they were first or second marker for the dissertation/research project.

Reviewer roles are open to current staff and postgraduate research students who have the ability to evaluate and critique research. Reviewers will gain valuable insight into the peer review process as well as strengthening their ability to evaluate and critique research.

Review Process

Each submission will be peer reviewed by two individuals. In most cases one of the reviewers will be from within the School where the student’s work was undertaken, and the other reviewer will be from outside the School.

Please see the ‘Review Process’ document which can be found under the ‘Reviewer’s Information’ section of the journal website for detailed guidance on the review process.

In brief, the editorial team will email you manuscripts which have passed an initial review for suitability. This initial review, undertaken by the editorial team, will ensure the manuscript meets the submission requirements for the journal and to avoid wasting any time during the reviewing process. Alongside the manuscript and submission checklist submitted by the student you will also be emailed the ‘Reviewer’s Report’. Further details of the ‘Reviewer’s Report’ can be found later on in this document. You will need to complete the reviewer’s report and provide a decision on the outcome of the review. There will be approximately a three week turn around for you to complete your review from the date the editors have emailed the manuscript to you. Once you have completed the review, email the completed ‘Reviewer’s Report’ and manuscript (if applicable) back to the editorial team. It is likely that most manuscripts will be then enter a ‘Revise and Review Cycle’ before they are suitable for publication in the journal. It is expected during the cycle that the manuscript will be sent back to the original reviewers for further feedback.

Reviewer’s Report Guidance

The ‘Reviewers Report’ will be sent out alongside the manuscript and submission checklist once it has been initially reviewed by the editorial team. However, a copy of the ‘Reviewer’s Report’ can also be found under the ‘Reviewer’s Information’ section on the journal website.

Reviewers should complete the details required within the table and provide feedback outlining the successes and strengths of the manuscript. Reviewers should also clearly state their recommendation for publication using the four colour coded options provided under the

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‘Reviewer Recommendation’ section of the report. Reviewers recommending a manuscript as suitable for publication with minor or major changes should also complete a summary of those changes. Reviewers recommending a manuscript as unsuitable for publication should provide a rationale for why.

Reviewers may wish to annotate the manuscript document directly with feedback. If you choose to do this ensure that you use the comment function within Word which can be found under the ‘Insert’ tab or ‘Review’ tab. If you wish to make direct changes to the manuscript, enable track changes. The comments should be anonymous, in order to ensure your comments are anonymous select ‘Tools’, ‘Options’ and ‘User Information’ to change your name to ‘Reviewer’ and initials to ‘R’. For some authors this may be the first time they are experiencing the academic review process, so please bear this in mind if you are providing comments directly on the manuscript document and ensure your comments are constructive.

Within your report please focus on the style, content, structure and writing style of the manuscript. Your role is to judge whether the manuscripts content is sound and appropriate for publication for a multidisciplinary, non-specialist and non-academic readership. It is important that manuscripts are engaging and would appeal to a wide-ranging audience. We aim to publish outstanding work, of first class or distinction quality. If you feel that the manuscript is not of this quality and would require a complete rewrite, please recommend that the manuscript is unsuitable for publication.

Submission Requirements – for information
The Journal of Suffolk Student Research accepts manuscripts from undergraduate and taught postgraduate students, which contain primary research or secondary data analysis research. The manuscript should be based on work undertaken for the students undergraduate/masters dissertation/research project. The research can be quantitative, qualitative or mixed methods. The journal may also consider the following types of manuscripts eligible for submission: clinical audit, service evaluation, case reports and case studies.

The following types of manuscripts are not eligible for submission to the journal: creative writing, essays, reviews, posters, abstracts, presentation, short module lab reports, secondary research (with no data analysis) or systematic reviews. If the editorial team receive a submission of this type they will not consider it for the journal and it will be returned to the student without review.

The journal will only accept work that has received a ratified mark from a course assessment board. Students cannot submit work which is awaiting assessment or is to be submitted for assessment. Their manuscript must be original and must not be under consideration or have been previously published or submitted for review elsewhere. The journal reserves the right to refuse the publication of any submissions they deem unfit for publication.

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1 Secondary Data Analysis encompasses research which is based on analysis of secondary data (already existing data), which follows the format for the primary data research. Secondary Data Analysis Research cannot be purely descriptive in nature.
Manuscripts should be no longer than 4,000 words which includes footnotes but excludes abstract, table and figure titles, references and appendices.

The Journal of Suffolk Student Research accepts articles throughout the year. If accepted a student’s manuscript will be made available on the journal’s website as an advanced online publication. All manuscripts accepted by November will be combined into the journal volume which will be published in January. If a manuscript is accepted for publication after November it will appear as an advanced online publication on the journal’s website and the manuscript will be included in the following year’s January volume.

The journal is an online, open access, academic journal, dedicated to the publication of high-quality undergraduate and taught postgraduate student research undertaken by University of Suffolk students. The journal is designed with non-specialist and non-academic readership in mind. Therefore, please ensure that the student has avoided using jargon and written in a clear and concise manner which is suitable for a multidisciplinary, non-specialist and non-academic readership.

Referencing
References should adhere to the students subject specific referencing guidelines (e.g. APA, UoS Harvard, MHRA, OSCOLA). If you have any queries or wish to have further details on the referencing formats, please see the ‘Schools and Referencing System’ document and the specific referencing formatting guides which can be found within the journal website under the ‘Author Information’ section.

Becoming or Recommending Reviewers
Reviewer roles are open to current staff and postgraduate research students who have the ability to evaluate and critique research. The editorial team are particularly keen to have representation from major subject areas, which have expert knowledge of primary or secondary data analysis research. Reviewer roles are open to PhD students who have expertise conducting primary or secondary data analysis research. PhD students should be mentored by a subject specific reviewer through their first review, as part of a supportive academic mentoring exercise.

If you wish to recommend a colleague or postgraduate research student as a potential reviewer or you would like to become a reviewer for the Journal of Suffolk Student Research, please contact the editorial team (suffolkjournal@uos.ac.uk).

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