

Economic Issues Guidelines for Referees

We expect our referees to judge papers in a professional and unbiased manner. To ensure that this is the case we provide the following advice to referees when they are approached.

- a. The member of the editorial board dealing with the submission will allocate papers to referees on the basis of expertise in the field. Where referees do not feel capable of reviewing papers we ask that they acknowledge this and if possible to recommend a suitable alternative referee, so that papers can be reallocated to other referees.
- b. Referees should respect the double-blind peer review process and not attempt to identify the authors of manuscripts submitted, or in any way identify themselves within the reviews either directly or indirectly (for example over-citing of their own publications).
- c. *Economic Issues* looks to complete the review process within 3 months where possible although it is accepted that other responsibilities may mean that referees are unable to submit their reviews by the initial deadline. Where this is the case referees need to keep the dealing member of the editorial board up to date with any delays.
- d. Reviews should be based on the contribution to knowledge, robustness of the methods of analysis chosen, and interest to the readership of *Economic Issues*. They should not be based on referees' own publication plans or particular preferences for methods or approaches.
- e. The language used in reviews should be constructive and non-offensive. This should be the case regardless of the outcome being suggested.
- f. *Economic Issues* requires that as part of the review referees provide a clear indication of the recommended outcome. This can be one of the following: accept; accept conditional on minor formatting or editorial changes being made; revise and resubmit; reject.
- g. Where revisions are requested *Economic Issues* asks that referees bear in mind the requirements of the journal in terms of word length and practical possibility of completing such revisions.
- h. To ensure that papers are of a publishable standard *Economic Issues* asks that referees to re-examine revised manuscripts.
- i. On re-reviewing the manuscripts referees are asked to indicate whether the paper can be accepted or should be rejected. No further revisions can be requested to ensure that authors are dealt with in a clear and consistent manner throughout the review process.