

Please save this form with the file name as "SS-Year-Month-XXX-N-R-S.doc", where "XXX" is the 3-digit Paper ID, "N" is the round of review (i.e., 1st, 2nd, 3rd), and "R" is the 2 -digit Reviewer ID, S is for Subject. For example: "SS-1234-2nd-Review-07". After completion, please e-mail the form to the Managing Editor.

Thank you very much for your cooperation.

REVIEW FORM

Paper ID: _____

Paper Title: _____

Reviewer Name / ID#: _____ Review Round #: _____

Assigned Editor Name: _____

Date sent: (Please enter the date indicated in the e-mail): _____

Date due: (Please enter the date indicated in the e-mail): _____

SECTION – I

PLEASE EVALUATE THE MANUSCRIPT BASED ON THE FOLLOWING SCALE:

2 = Poor, 4 = Below average, 6 = Average, 8 = Good, 10 = Excellent, X = Not applicable

(Please assign the score for each item below. 1 & 2 are example)

Sr.No	Contents Score	2	4	6	8	10	x
1	Relevance of Topic / Importance of Topic				8		
2	Scholarly Quality of Contents, Theory, Information			6			
3	Use of Theory, Literature Review, Methodology						
4	Review of literature						
5	Novelty and Originality of the Idea, Information, Content						
6	Technical Content and Correctness - Clarity of Presentation						
7	Critical Qualities - Method, Analysis, Discussion, Result, Reviews						
8	Appropriate Titling of Section Headings - Content sanctioning						
9	Clarity of Conclusion / Summary / Result						
10	Appropriate use of - References/ Bibliography, Websites/Webpage etc.						

SECTION – II (Additional)

Sr.No	Quality Check	2	4	6	8	10	x
1	Contribution to the field						
2	Depth of research						
3	coherence and presentation fact						
4	Graphics (Diagrams, tables, figure, charts)						
5	Appropriate Titling of section headings						
6	Appropriate content sanctioning						
7	The paper has clarity of presentation. It is well organized, clearly written.						
8	The paper is easy to read and free from grammatical or spelling errors.						
Sr.No	Originality Check	2	4	6	8	10	x
1	Suspected similar/ matching contents – theory part.						
2	Appropriate acknowledge of other authors and their cited work in references section						
3	Appropriate citing of images, charts, diagrams, figures and tables sources in the article.						
4	Author's transparency in fact presentation						

❖ Your recommendation? (Please check ☒ any one.)

1	2	3	4
Clear reject	Reconsider after major revisions	Accept with minor revisions	Accept as is

❖ What is the publication PRIORITY? (Please check ☒ any one.)

1. Publish immediately -
2. Give high priority -
3. Give medium priority -
4. No rush -

❖ Does this paper need a professional editing assistance? ____ Yes ____ No

❖ Does this paper contain graphics of which the resolution needs to be improved? ____ Yes ____ No

❖ Does this paper cite any related work published in this journal? ____ Yes ____ No

❖ Comments for the author: (Please present specific details using the following categories.)

SECTION – III

REVIEWERS REMARKS / SUMMARY:

STRENGTHES:

MINOR WEAKNESSES AND SUGGESTIONS: