



ICIET Reviewers' Guidelines

1. Peer-Review Publication Policies: Contributions submitted and selected by the ICIET will go through peer-review process, meaning at least three reviewers chosen by the editor in chief or associate editors will review the work. Reviewers are welcome to suggest how many papers can they review within the agreed time limit.

2. Selection of Reviewers: In the selection process factors such as expertise, prior publications in the same topic area, and prior performance as a reviewer (including quality and timeliness), are taken into consideration.

3. Timeliness: ICIET scientific committee is committed to provide timely editorial decisions, as such potential reviewers are requested to respond promptly and those who accept invitations to review are requested to provide their comments within the agreed time limit. If a reviewer anticipates that he or she will not be able to meet the deadline, hence, it is important to inform the assigning editor immediately for an alternative arrangement to be made without further delay.

4. Possible Conflicts of Interest: If reviewers perceives that there may be a significant conflict of interest (financial or otherwise) for a particular manuscript that they are invited to review, they should either seek clarification with the assigning editor or decline the invitation.

5. Editing Referees' Reports: As a matter of policy, comments that were intended for the authors are transmitted; however, we reserve the right to edit a report to remove offensive language or to remove comments that reveal confidential information.

6. A Request for Re-review: We may return to reviewers for further advice, particularly in cases where there is disagreement among reviewers or where authors believe that reviewers have misunderstood points of fact. However, editors will not send a resubmitted paper back to the reviewers if the quality of the revisions can be assessed by the assigned editor without additional input.

7. Confidentiality: Submitted manuscripts should be reviewed with due respect for authors' and reviewers' confidentiality. As a condition of agreeing to assess the manuscript, all reviewers undertake to keep submitted manuscripts and associated data confidential. If a reviewer seeks advice from colleagues while assessing a manuscript, he or she should ensure that confidentiality is paramount and that the names of any such colleagues are provided to the journal with the final report.

8. Anonymity: We do not release reviewers' identities to authors. We strongly discourage reviewers from revealing their identities as they may be advised to comment on the criticisms of other reviewers and on further revisions of the manuscript; identified reviewers may find it more difficult to be objective in such circumstances. We also strongly discourage authors from attempting to determine reviewer identities or to confront their reviewers directly. Our policy is to neither confirm nor deny speculation about reviewers' identities and we encourage reviewers to adopt a similar policy.

Duties of ICIET Reviewers

1. Double-Blind Peer Review: Double Blind Peer review assists the reviewers in making editorial decisions, while editorial communications with the author may also assist the author in improving the paper. The reviewers do not know the author's identity, as any identifying information will be stripped away from the document before review. Reviewers' comments to the editors are confidential and before passing on to the author will be anonymous. The names of the reviewers remain strictly confidential; with their identities known only the Chief Editor.



2. Promptness: Any selected referee who feels unqualified to review the assigned manuscript or unable to provide a prompt review should notify the Chief in Editor, so that he or/ she can be excused from the review process.

3. Confidentiality: Manuscripts received for review should be viewed as confidential documents and they should not be shared with other people, except those authorised by the Chief Editor or associate editor for the track. Privileged information or ideas obtained through double blind peer review must be kept confidential and not used for personal advantage.

4. Objectivity Standard: Review process should be conducted objectively. There shall be no personal criticism of the author. Reviewers should express their views clearly with supporting arguments.

5. Acknowledgment of Sources: Reviewers should identify relevant published work that has not been cited by the authors. In-text quotations and direct citations should be followed and aligned to appropriate referencing conventions. A reviewer should also call to the Chief in Editor attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

6. Conflict of Interest: Reviewers should not review manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

Recruitment of Reviewers

Participation in the peer-review process is essential to the success and reputation of the ICIET. Reviewers and editors determine which abstracts and papers are of high quality and align with ICIET themes and tracks.

ICIET Scientific Committee

- Contributing to policy and strategy in collaboration with the Editor- in- Chief to develop content of ICIET and approve it;
- Solicit manuscripts for the conference;
- Review, edit, and approve the technical content of the work;
- Identify and suggest key topics to include in manuscripts and invite key authors on these topics to submit an abstract and paper;
- Identify key contributed research, workshops, or panel topics from meetings/conferences suitable for publication in Perspectives in Social Work and invite presenters to submit a paper;
- Strengthening the review process and ensuring its growth in collaboration with the Editor- in- Chief;
- Initial reviewing of manuscripts received from authors, ensuring that they comply with the ICIET.

Requirements for ICIET Reviewers

- Possess at least a masters' degree in a discipline related closely to ICIET 'theme or track'
- Hold a teaching or research position at a university or academic institution
- Be fluent in academic and professional English
- Have a strong interest in the scholarly activity
- Preferably an experienced lecturer or researcher in a public or private institution
- Have extensive experience in his or/ her specific field