

## REFEREE GUIDELINES FOR CONDUCTING A REVIEW & COMPLETING REFEREE REPORT

The overall aim of referee reports is to evaluate incoming papers for publication in the Journal. These reports are meant to be constructive and beneficial for authors, helping them to enhance and develop their papers in terms of content, arguments and style.

When reviewing articles of authors for whom English is not their native language, reviewers/ referees should pay attention be tolerant and fair with regard to their comments, focusing on the paper's substance, meaning and strength rather than pinpointing flaws of language.

### Guidelines

It can be useful to think about the following things as you read the paper to help you structure your report:

- Relevance to the publication
- Taking into consideration the relevant literature.
- Originality of the work. It is also important to consider whether the same things have been written by others and whether the author has ever published a substantially similar paper elsewhere.
- Factual and historical accuracy. (Eg It is not true that Foulkes was a member of the Frankfurt Institute. It *is* true that he was *associated* with the FI and some of its members. It is not true that group analysis was invented at the Northfield military hospital.)

### Structure and Communication

- Whether the title of the article is suitable or effective and attractive. (Is there an effective title? ) Does it really convey the article's intention and meaning to its readers? Is it too obscure? Would a subject search pick up the subject matter from the title? Is a subtitle necessary?
- The quality of the article abstract – is it a good summary of the article?
- Are the key words appropriate? Would a subject search pick up the subject matter of the article?
- Accuracy of references.
- Structure of the paper overall, communication of main points and flow of argument.
- Quality of written language and structure of the article. Does the article require an English language edit?
- Whether the argument is clear and logical and the conclusions presented are supported by the preceding discussion.

### Your Referee Report – giving advice to authors and suggesting revisions

- Try to be specific and as constructive as possible in your criticism. Be clear about what needs to be added or revised.
- If relevant, make suggestions about additional literature that the author might read to enrich or improve their arguments.
- Are there any gaps in referencing with regard to the Journal of Group Analysis? Referees are encouraged to do a literature search of the Journal and make author aware of any previous articles relevant to their paper.
- You should ensure that you are clear which of your comments you are happy for the author to see and which are meant specifically for the journal editor in order to avoid confusion or bad feeling.
- While peer reviewers should feel free to make general comments on written quality and make suggestions about how articles might be improved by broadening reading of other literature, it is not the job of the peer reviewer to rewrite articles or suggest detailed changes to wording.

**Making a decision** Please recommend whether a paper should be accepted, rejected or revised (major or minor revisions). And please give reasons for your decision.

**Most important** – keep all activity, content and comments relating to the paper confidential.