

What is peer review?

Peer review is the quality control mechanism of academic journals. The submissions are peer-reviewed by experts in the subject matter to validate the work. It gives suggestions to the editorial board of the journal to make the decision regarding the publication of work. Peer reviewers do not make the decision with regards to the publication of an article, they merely give suggestions. The final decision on publication is made by the editorial board.

Why peer review is required?

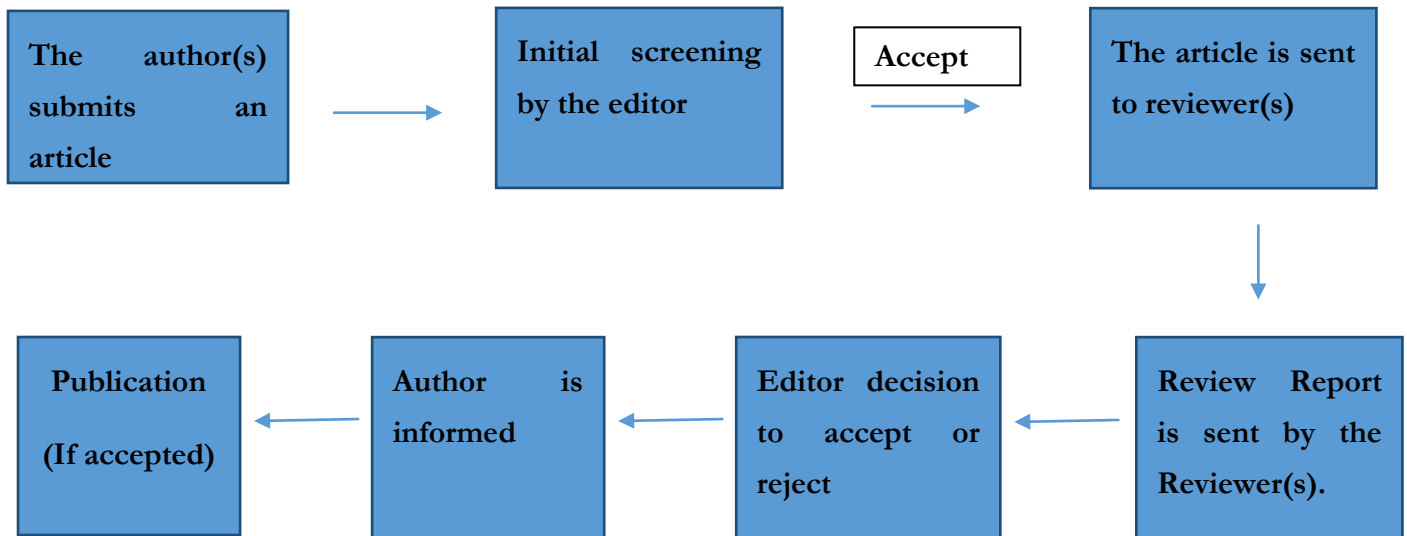
- Peer review assists in maintaining the quality of the journal.
- Peer review helps the Editorial Board in the selection process.
- Peer review is an opportunity for authors to improve their work and contribute to the academic discourse by providing quality work.

Different Kinds of Peer Review:

There are various ways of conducting peer reviews. Kathmandu School of Law Review (KSLR) uses a double-blind peer review for the editorial process. Following are other commonly used peer review models:

Single-blind peer review	The author(s) is unaware about the identity of the reviewer(s). However, the reviewer(s) is aware about the identity of author(s).
Double-blind peer review	Both the author(s) and the reviewer(s) are unaware about the identity of one another.
Open peer review	Both the author(s) and the reviewer(s) are aware about the identity of one another.

A Step by Step Guide



Before Review

Peer Reviewers should always keep the following questions in mind before accepting the proposal to review an article:

1. Do I have the expertise in the particular subject matter?
2. Do I have any conflict of interest in relation to the article?
3. Do I have the time to review the work?

If the reviewer(s) believes that he/she has the expertise in the subject matter of the article, if there is no conflict of interest and if he/she can give time to complete the review, he/she can accept the proposal.

Review Process

When the reviewer(s) accepts the proposal to review, the following steps should be followed:

1. A reviewer must avoid any form of conflict of interest associated with the article he/she receives. The reviewer has to follow the COPE Ethical Guidelines for Peer Reviewers before accepting to review an article and throughout the peer-review process.
2. Reviewers have to go through the peer review guidelines of KSLR before accepting the review work.
3. **First reading:** It is be important to have a first reading of the article to grasp a general idea about the work.
4. **Second Reading:** The reviewer(s) has to evaluate the article on various grounds. The grounds could be:

- the contribution article is going to make to the discipline in question;
 - academic rigor and accuracy of information used;
 - style and structure of the article, etc.
5. **Writing the review:** The most important part of the entire review process is communicating the reviews to the editor(s) through writing. Reviewers are expected to give sound logic and argument to support the suggestions they make. They are welcomed to use examples from the article while giving reviews. Specific paragraph numbers can be cited and comments can be given. Reviewers give suggestions to the editor(s) through the review based on one of the following three major grounds:
- a. **Accept:** Reviewer(s) suggests editor(s) accept the article for publication. Reviewer(s) suggests accepting the article without any further comments. Acceptance without any revision is rare.
 - b. **Revision:** Reviewer(s) suggests editor(s) accept the article subject to certain conditions. The condition(s) could be either acceptance with minor changes or acceptance with major changes. This is more often the case with reviews.
 - c. **Reject:** Reviewer(s) suggests the editor(s) reject the paper as it does not fulfill the minimum standards required for publication.
6. **Submission of Review:** After making the decision, reviewers have to send the reviews to editors within the prescribed deadline.

After Review:

The final decision with regards to acceptance or rejection of the article for publication will be made by the Editorial Board of KSLR. If the article is accepted for publication, it will be forwarded to editors for editing purposes.