ReportsIn Journals — Instructions for Reviewers
Welcome

ReportsIn Journals recognize and appreciate the invaluable contributions made by peer reviewers. Reviewers play a crucial role in maintaining the quality, integrity, and credibility of published research. We thank you for your commitment to providing fair, timely, and constructive evaluations.

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1. Peer Review Model

ReportsIn Journals operate a **single-blind peer review** system.

- Reviewers are aware of the authors' identities.
- Authors do not know the reviewers' identities.
- This model allows reviewers to properly declare any conflicts of interest based on authorship information.
- After manuscript acceptance, the **handling editor's name** and the names of **reviewers who consent** will be published alongside the article. (Anonymous reviewers will remain anonymous if they prefer.)

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2. Reviewer Responsibilities

Reviewers are expected to:

- **Provide objective, constructive, and timely evaluations** of manuscripts.
- **Assess the originality, scientific quality, methodology, clarity, and significance** of the research.
- **Support their recommendations** with clear and well-reasoned comments.
- **Treat all manuscripts as confidential documents** and not disclose, use, or share any manuscript content outside the peer review process.
- **Identify ethical concerns** such as data fabrication, plagiarism, or ethical approval issues and report them to the editor.
- **Declare conflicts of interest** immediately if there are personal, professional, or financial relationships that may bias their review.

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3. Conflict of Interest

- Reviewers must decline to review a manuscript if there is a conflict of interest, including but not limited to:
    - Recent or ongoing collaboration with any of the authors
    - Shared affiliation with authors (current or recent)
    - Personal relationships
- If unsure about a potential conflict, reviewers should contact the editorial office for clarification.

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4. Confidentiality

- All manuscripts under review must be treated as confidential documents.
- Reviewers must not share, discuss, or distribute manuscript content outside the peer review process without explicit permission from the editorial office.
- Manuscripts should not be used for any personal research or advantage.

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5. Use of Generative AI Tools

- Reviewers must **not use Generative AI (GenAI) tools or Large Language Models (LLMs)** (e.g., ChatGPT, Bard, Claude) to assist in the drafting, writing, or summarizing of peer review reports.
- Uploading any part of a manuscript to external AI platforms violates confidentiality and is prohibited.
- Peer review reports must reflect the reviewer's **own professional expertise and judgment**.

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6. Reviewer Transparency and Recognition

- After manuscript acceptance, ReportsIn Journals will publish the **handling editor's name** and the names of reviewers **who consent** to disclosure.
- Reviewers who prefer to remain anonymous will be listed as "**Anonymous Reviewer**" in the published acknowledgments.
- As recognition for their contribution, reviewers may receive:
  - **Certificates of Reviewing Excellence**
  - **Vouchers** applicable toward ReportsIn journal fees, valid for **five (5) years** from the date of issue
- Reviewers are also encouraged to record their verified review activities on platforms such as **Publons** or **ORCID**, where applicable.

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7. Ethical Standards for Peer Review

Reviewers are expected to adhere to the highest ethical standards throughout the peer review process:

- Provide **fair, unbiased, and evidence-based evaluations**.
- Avoid **personal criticisms** of the authors.
- Suggest **only necessary citations** to their own work and avoid coercive self-citation.
- **Report any ethical concerns** immediately to the editorial office, including suspected data fabrication, image manipulation, or unethical research practices.
- Maintain **respectful and constructive communication** in all reviewer comments.

ReportsIn Journals are deeply grateful for the dedication and expertise of our peer reviewers. Your contributions ensure the advancement of scientific knowledge and the maintenance of high-quality publishing standards.

Thank you for your commitment to supporting a transparent, ethical, and rigorous peer review process.