

Archaeological Review from Cambridge

Department of Archaeology, University of Cambridge, Downing Street, Cambridge CB2 3DZ, United Kingdom

Guidelines for Peer Reviewers

Why be a reviewer for the ARC?

Peer review is an integral part of the academic publishing process, and especially so for the ARC. Many of our submissions are from postgraduate and early career researchers, some of whom are publishing their research for the first time. As such, we stress the constructive nature of your role as a peer reviewer for us. Additionally, while each volume is centred on a theme, the submissions are often diverse. Peer reviews are therefore crucial for providing an evaluation of research by experts within the same field, and for assisting the editors with assessing the suitability of submissions. Most importantly, we aim to provide a positive and constructive experience for any author who submits work to the ARC, and to ensure that the peer review process strengthens all contributions to the journal.

What we expect:

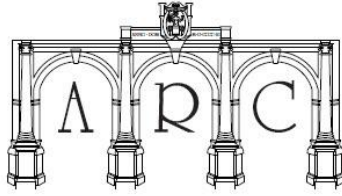
- We operate a double-blind peer review process, and as such your name will be known only to the editor(s). The author(s) and other ARC committee members will not be privy to your reviews or your personal information. Likewise, we will not disclose the author(s) name(s) or affiliations to you.
- Timely reviews by the given deadline, usually a few weeks to a month.
- That you will inform us of any conflicts of interest.

Ethical guidelines:

- Reviewers should declare any and all conflicts of interest if and when they arise, however due to our process of double-blind peer review, this will mostly be eliminated by the editor(s).
- Reviewers must keep their reviews confidential, and no correspondence about the manuscript should be shared with anyone except the editor(s).
- Reviewers should give constructive, detailed, substantiated feedback without bias.
- Effort should be made to make and deliver reports to the editors in a timely fashion, and to inform the editor(s) if this is no longer possible.
- Reviewers should contact the editor(s) immediately if the submission bears any major similarity to any other works, published or submitted elsewhere that they are aware of.

Questions to consider:

- The originality of the submission.
- Does it fit the aim and scope of the themed edition?
- Does it make a new or interesting contribution to the field?



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- Do you think the research's impact is high or low?
- What is the overall quality of the submission?
- If the paper is more methodologically focused, does the methodology make sense, follow known standards of research, and was it properly conducted?
- Are there any major omissions to the bibliography?
- Does it adhere to the word count (c. 4000 words), should the length or structure be changed?
- Do you recommend that the paper be considered for a different journal? If so, please suggest alternatives.
- Does the paper require significant English language editing? If so please flag this with the editors.
- Do you, overall, recommend this paper for publication? If not, please specify a few reasons as to why, and if suitable for another journal, refer to the above point. If yes, does it require minor or significant edits in your opinion?
- Clarity of the piece, are there any instances where points need to be made more succinct or more information given?
- If you feel that the quality is such that it justifies an increased word count, please state why and raise with the editors. If you recommend shortening the paper please try to give examples of where the author may do so.
- It is not your job to copy edit or edit the author's English, but it may be useful for you to highlight or correct the language where the technical meaning is not clear.
- The content of the paper and its factual accuracy is important, you may have a differing opinion to the author regarding interpretation but so long as the author presents sufficient and valid evidence for their argument you should allow their approach to stand.
- We, and the authors, welcome positive feedback just as much as constructive criticism.