

## DOUBLE-BLIND PEER REVIEW GUIDELINES

The **Interuniversity Electronic Journal of Teaching Training (REIFOP)** ensures a review process based on the principles of impartiality, non-discrimination, and quality and excellence. To do so, this journal adheres to the standards of publication ethics set out by COPE (Committee on Publication Ethics) and follows the transparency and best practice guidelines of OASPA (*Open Access Scholarly Publishing Association*)

[http://publicationethics.org/files/Code\\_of\\_conduct\\_for\\_journal\\_editors\\_Mar11.pdf](http://publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf)

<http://oaspa.org/principles-of-transparency-and-best-practice-in-scholarly-publishing/>

**Double blind peer review.** The journal uses double-blind review to uphold the quality and validity of the articles submitted. A two step review process is used: the editorial team first reviews the manuscript to decide whether it has to be modified, declined, or sent to blind-peer review. Following the internal review, the blind submissions are reviewed anonymously by carefully selected experts in the field. If the conclusions are not unanimous, a third reviewer might be appointed. The assessment criteria used by reviewers is publicly available on this platform. Acceptance or rejection is based on the reviewers' recommendations.

**Quality.** The editor guarantees the careful selection of highly qualified individuals with appropriate knowledge in the field to critically review and assess submissions fairly. An accurate and honest assessment will ensure the academic quality of the manuscripts submitted.

**Plagiarism detection.** The journal verifies the originality of papers with plagiarism detection tools (iThenticate and CrossRef) to confirm the authorship of the manuscripts published in the journal.

**Confidentiality.** To guarantee anonymity in the review process, the editor will excise names and indications of affiliation as well as eliminate relevant information from the manuscripts.

**Conflicts of interest.** The editor strives to identify and prevent any conflict of interest (financial, professional, etc.) between reviewers and authors.

**Policies and assessment criteria.** The editor guarantees reviewers will be provided updated documents on the policies and assessment criteria of the journal.

**Turnaround review policy.** The editor assumes primary responsibility for compliance with the established review and publishing times for the accepted manuscripts, and is committed to complying with this timetable (a maximum of 30 days to be accepted/rejected from the manuscript's submission; a maximum of 120 days from the beginning of the peer review process). Additionally, the editor is accountable for ensuring that the accepted papers are not held in queue beyond the next issue.

**Follow-up.** The editor and the editorial board of the journal will periodically inspect the review process for submitted manuscripts to guarantee its efficacy and quality.