



Global Journal of Environmental and Sustainability Sciences (GJESS)

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Reviewer Guidelines

Thank you for agreeing to serve as a reviewer for the Global Journal of Environmental and Sustainability Sciences (GJESS). Your expertise and commitment are vital to maintaining the quality and integrity of our publications. These guidelines outline the responsibilities, expectations, and ethical considerations to assist you in conducting a fair and constructive review.

1. Role of Reviewers

As a reviewer, your primary responsibilities include:

- **Providing Constructive Feedback:** Assess the manuscript's quality, significance, and originality, and offer detailed, constructive feedback to help authors improve their work.
- **Maintaining Confidentiality:** Treat the manuscript and any related data as confidential information. Do not share, discuss, or use the contents of the manuscript outside the review process.
- **Adhering to Ethical Standards:** Follow the journal's ethical guidelines, including declaring any potential conflicts of interest and upholding standards of integrity and fairness.

2. Scope of the Review

Reviewers are expected to evaluate manuscripts based on the following criteria:

- **Originality and Relevance:** Does the manuscript present new insights or contributions to the field? Is the topic relevant to the scope of GJESS?
- **Scientific Rigor:** Are the research methods sound, and is the analysis thorough and accurate? Is the study design appropriate for the research question?
- **Clarity and Organization:** Is the manuscript clearly written and well-organized? Are the arguments logical and coherent?
- **Compliance with Ethical Standards:** Does the manuscript adhere to ethical guidelines, including proper citations, avoidance of plagiarism, and ethical approval for human/animal studies?
- **Contribution to the Field:** Does the manuscript advance knowledge, provide practical applications, or address significant gaps in the field of environmental and sustainability sciences?

3. Peer Review Process

GJESS follows a **double-blind peer review** process, meaning that the identities of both authors and reviewers are kept anonymous. This ensures an unbiased evaluation. The typical review process involves the following steps:

1. **Review Invitation:**

- You will receive an invitation email with the manuscript title, abstract, and a link to accept or decline the review request. Please respond promptly, ideally within 3 days.
 - If you accept, ensure that the manuscript aligns with your area of expertise and that you have no conflicts of interest.
2. **Conducting the Review:**
- Read the manuscript thoroughly, considering the review criteria outlined above.
 - Provide detailed, constructive comments in the reviewer form, focusing on specific aspects of the manuscript (e.g., Introduction, Methods, Results, Discussion).
 - Highlight both the strengths and areas for improvement. Avoid personal or derogatory remarks.
3. **Making Recommendations:**
- Based on your assessment, make one of the following recommendations:
 - **Accept:** The manuscript is of high quality and requires no significant revisions.
 - **Minor Revision:** The manuscript is generally sound but requires minor changes for clarity or completeness.
 - **Major Revision:** The manuscript has potential but requires substantial improvements before it can be considered for publication.
 - **Reject:** The manuscript does not meet the journal's standards or is outside the scope of GJESS.
4. **Submitting the Review:**
- Submit your review through the online review system by the specified deadline (typically within 2-3 weeks).
 - If you need more time, please notify the editorial office as soon as possible.

4. Ethical Considerations

Reviewers are expected to adhere to the following ethical guidelines:

- **Confidentiality:**
 - Do not share the manuscript with others or discuss its content outside the review process.
 - If you wish to consult a colleague, seek permission from the editorial office first.
- **Conflict of Interest:**
 - Decline the review if you have any potential conflicts of interest (e.g., financial ties, personal relationships with the authors, or collaborations with the research team).
 - Notify the editorial office immediately if a conflict arises during the review process.
- **Plagiarism and Misconduct:**
 - Be vigilant for signs of plagiarism or ethical concerns (e.g., fabricated data, duplicate submissions).
 - Report any suspected misconduct to the editorial office.

5. Providing Constructive Feedback

Your comments should be detailed, constructive, and respectful. Here are some tips for providing effective feedback:

- **Be Specific:** Point out specific areas of the manuscript that need improvement, rather than making broad, general comments.
- **Be Objective:** Focus on the content and quality of the work, not the authors.
- **Be Balanced:** Highlight both strengths and weaknesses. Provide suggestions for how the authors can address the issues you identify.

Example Feedback Structure:

- **Introduction:** Assess the clarity of the research question and the relevance of the literature review.

- **Methods:** Evaluate the study design, data collection, and analysis methods. Are they appropriate and well-described?
- **Results:** Consider the clarity and validity of the results. Are the findings well-presented and supported by the data?
- **Discussion:** Review the interpretation of the results. Are the conclusions justified? Do the authors acknowledge limitations and suggest future directions?
- **Overall Comments:** Provide a summary of your assessment and final recommendation.

6. Support and Resources

If you are new to peer review or require additional support, GJESS offers the following resources:

- **Reviewer Training:** Access to online workshops or training materials on best practices for peer review.
- **Reviewer Guidelines:** Detailed guidelines on ethical standards and expectations for reviewers.
- **Support:** Contact the editorial office at any time for assistance or guidance.
- **Email:** editor@gjess.co.za
- **Phone:** +2767 316 8386 (WhatsApp)

7. Acknowledgment and Recognition

We greatly value the time and effort our reviewers dedicate to the peer review process. In appreciation of your contributions, GJESS offers the following:

- **Acknowledgment in the Journal:** Your name will be listed on our annual list of reviewers (with your consent).
- **Reviewer Certificates:** Upon request, we can provide a certificate of appreciation for your service as a reviewer.
- **Priority Consideration:** Reviewers who consistently provide high-quality reviews may receive priority consideration for their own manuscript submissions.