

## **ADDITIONAL GUIDELINES FOR REVIEWERS OF THE BHUTAN JOURNAL**

Thank you for volunteering your time and expertise as a reviewer for The Bhutan Journal. Your commitment to ensuring the quality of the articles we publish is highly appreciated. Here are the guidelines and expectations for your review work:

**Timeline:** You have a maximum of 15 days to complete your review. In case you are unable to meet this deadline, kindly inform us within two days of receiving the manuscript.

**Language:** Please choose British English for your review and avoid mixing with other versions of the English. The same applies in the article.

**Content and Data:** Focus your review on the quality and relevance of the content. Check for factual accuracy, logical flow, and the overall coherence of the manuscript. Highlight any data inconsistencies or inaccuracies.

**Plagiarism:** Carefully examine the manuscript for any plagiarised sentences or content. If you find instances of plagiarism, please provide specific details and suggest changes or citations.

**Uniformity and Consistency:** Ensure uniformity and consistency in terms of formatting, headings, and style throughout the manuscript. Suggest changes where necessary to maintain a consistent presentation. However, you need not worry about the final outlook of the article, that will be handled by the editorial team.

**Verbosity and Redundancy:** Point out instances of verbosity and redundancy. Suggest ways to make the text more concise and clearer.

**Data Discrepancies:** Identify any discrepancies in the data presented in the manuscript. If data does not align with the narrative or seems inconsistent, suggest corrections or clarifications.

**Unsupported Sentences:** Highlight sentences that lack proper data or citations to support the claims made. Suggest changes or recommend additional citations where needed.

**Citation and Referencing Styles:** Check for uniformity in citation and referencing styles throughout the manuscript. Suggest corrections to ensure compliance with the journal's guidelines. We follow APA Seventh Edition referencing style.

**Grammar and Spelling:** Review the manuscript for grammatical errors and spelling mistakes. Highlight and suggest but do not spend time correcting them unless necessary.

**Quality Improvement:** Your feedback should aim to improve the quality of the article. Provide honest, positive, and motivating feedback to the authors in one or two paragraphs, using simple language.

**Communication:** Send your feedback and suggestions directly to the email of the person in The Bhutan Journal editorial team who sent you the request. In any way do not communicate with the author during or after the process.

**Working platform:** Reviewers receive a manuscript in Word document. Use track changes. In the track change replace the name that comes automatically in the device with the term “Reviewer”.

Your dedication as a reviewer contributes significantly to the success of The Bhutan Journal. We appreciate your commitment to keeping high standards in scholarly publishing. If you have any questions or need clarification on any aspect of the review process, do not hesitate to contact us.

Thank you once again for your valuable contribution.

The Bhutan Journal Editorial Team