



Academic Journal Peer Review Policies Checklist

Well-outlined peer review policies are one of the leading indicators of academic journal quality. This checklist outlines the primary elements to include in your journal peer review policies and best practices to follow.

Details on the type of peer review process

- ☐ Specify the type of peer review process the journal follows:
 - ☐ Single-blind peer review
 - ☐ Double-blind peer review
 - ☐ Open peer review
- ☐ Define the peer review type, clearly stating what information is anonymized and what information is made public at each stage in peer review
- ☐ (Option) Add an explanation for the chosen peer review type to give authors more insight into the journal's editorial philosophy

Overview of peer review process and timeframe

- ☐ Overview the primary steps in the journal's peer review process and an estimated timeframe for peer review, including:
 - ☐ How manuscripts are first evaluated (e.g. initial desk review process)
 - ☐ The number of referees assigned to each manuscript after initial evaluation

- ☐ How referees are chosen and assigned
- ☐ How peer review feedback is delivered
- ☐ The typical length of time for peer review
- ☐ How revise and resubmit requests are handled
- ☐ How editorial decisions are made and delivered—journals should list all possible decisions (e.g. accept, reject, accept with minor revisions, accept with major revisions)

Statements on publication ethics

- ☐ Peer review policies should include or link to information on journal publication ethics, including policies on:
 - ☐ Identifying and handling potential conflicts of interest
 - ☐ Handling allegations of misconduct should they arise
 - ☐ Handling appeals and disputes in peer review
 - ☐ The duties of reviewers including confidentiality, objectivity, and diligence
 - ☐ The duties of authors, including adherence to ethical guidelines in the journal discipline (e.g. ethical conduct for research involving human subjects) and statements of any potential conflicts of interest
 - ☐ Process for making post-publication corrections

Follow journal policy best practices

- ☐ Journals should make available annual peer review statistics to demonstrate adherence to peer review policies including the:
 - ☐ Number of submissions the journal received
 - ☐ Number of reviews requested

- ☐ Number of reviews received
- ☐ Journal approval rate
- ☐ Average time between submission and publication
- ☐ Follow the core journal practices outlined by the [Committee on Publication Ethics](#)
- ☐ Follow the standard practices and policies in the journal discipline (e.g. [International Committee of Medical Journal Editors](#) guidelines for medical journals)