

SVKM's Narsee Monjee College of Commerce & Economics

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Nav Manthan

Guidelines for Peer Reviewers

Thank you for agreeing to review the articles for publication in our journal Nav Manthan. Your expertise and impartiality in reviewing the articles will be of immense help in maintaining the high standards of the journal.

The review will be a double- blind peer review. Please find attached, herewith, the research article for the review. If, for any reason, you are unable to review the article, please inform us immediately.

All unpublished manuscripts are confidential documents. Therefore, the article that you have been asked to review should not be disclosed to a third party.

Kindly note that the information in your review report will help the editor to make the final decision on the publication of the article.

The format given for the research articles to the authors is as below-

1) For general research-	2) For historical research
Title	Title
Details of Author	Details of Author
Abstract	Abstract
Introduction	Introduction
Scope of research	Scope
Aims and objectives of the research	Aims and objectives
Methodology used	Methodology
Data and interpretation	Review of literature
Conclusion	Conclusion
References	References

The article may be judged on the following general criteria –

- Originality/ novelty/ level of innovation
- Structure – as per the format
- Presentation – satisfactory/ not satisfactory
- Contents – accurate data and information supporting the article and as per the title, anything missing
- Length – Appropriate/ unnecessarily lengthy/ repetitiveness
- Security – the paper may not pose a danger of any kind to anybody, politically correct
- Significance and impact

Ethical issues – Kindly check for the following ethical issues, if anything wrong is identified, kindly let the editor know.

- Plagiarism – if an article is substantial copy of another work of another author
- Fraud – if the result in an article is untrue

We request you to provide your review report as per the points stated below-

- Quick summary of the article
- Key elements of your review as per the general criteria given above
- Commentary if any without any personal remarks or personal details
- Insight into any deficiencies – explain and support your judgment reflected by the data or information in the article
- Your recommendations regarding the article –
 - a) Acceptable without revision
 - b) Revise (either major or minor) – clearly indicate what revision is required and also kindly indicate whether or not you would be happy to review the revised article.
 - c) Reject – with the reason.

Kindly return your report to the editor who is communicating with you for this article.

Let us again take this opportunity to say how extremely grateful we are to you for spending considerable amount of time and efforts for this purpose.