

## **Instructions to Reviewers**

- Reviewers should respond within stipulated time frame, which is one week (7 days) for the journal.
- Reviewers should try to fill in all the parts of reviewers report so that a fair judgment regarding the quality of the paper can be made
- As review is essential step towards publication process, every reviewer is therefore supposed to be fair in reviewing.
- Any reviewer who feels him / herself as unqualified, or not having judgment idea or deficit of time should inform editor promptly, so that the paper can be forwarded elsewhere.
- The review should be objective one, and personal feelings, judgments or biasness should not affect the review and its outcomes.
- A reviewer should not review a paper that discusses any point that might have conflict of opinion with reviewer.
- No manuscript should be reviewed which is authored, co-authored or authored by some known person / s, in order to avoid biasness.
- A manuscript sent for review is confidential document, so it should be treated fairly and secretarily and should not be shown somewhere else.
- Reviewers should comment on each point clearly so that the judgment regarding acceptance / rejection or changes may be made on the basis of review
- If reviewer notices any similarity with any other paper published in any other journal, containing same contents and that issued should be addressed to editor.