Guidelines for Reviewers

First of all, thank you for volunteering as a reviewer for Estro. The review process is integral to the publication of the journal and an important aspect of the writing experience for our authors that would not be possible without your help. To bring some consistency to the reviewing process, we have put together a few guidelines to assist you.

- You may already have experience of marking essays. If this is the case, we would like you to review Estro articles in much the same way.

- Reviews should consist of a report and a list of recommended changes. You may also wish to annotate the article itself, in which case we ask that you use MS Word’s Comment feature, which can be found under ‘Insert’ in versions up to and including the 2003 edition. In order to remain anonymous when using the Comment function, select
‘Tools’, ‘Options’ and ‘User Information’ and change your name to ‘Reviewer’ and your initials to ‘RW’. Bear in mind that any comments in your report or on the article itself may be passed on to the author.

- The most important part of the report will be your recommended next action. Please advise us as to whether you think the paper should be (1) returned as unsuitable for the journal, (2) returned with a request for revision and resubmission, or (3) published.

- We generally intend to publish first or distinction class papers; if you feel the paper is at least potentially (with minor substantive revisions) worthy of a mark of 70 or more at its respective level, please recommend the paper for publication.

- We expect that most submissions that are not recommended for publication will be recommended for revision; please reserve rejection recommendations for papers that in your view would require a complete rewrite in order to be suitable for publication.

- The reviewer’s report should focus on both the style and content of the piece. As a specialist in your subject area, you will be able to judge whether the article’s content is sound, though of course the criteria for this will differ between disciplines. We aim to publish articles that are
engaging and written to a high standard, so structure, vocabulary and writing style all be considered, however some corrections can be left until later in process when the submission is copy-edited.

- The report should be **addressed to the author**, not the editors. Remember that for some authors this will be their first experience of the academic review process, so be gentle!

- *Estro* is a multi-disciplinary journal, so articles should be accessible to non-specialist readers. As such some submissions will need to be adapted in light of this.

If you have any queries in relation to these guidelines or any other aspect of the journal, please feel free to contact the Executive Editors at [journal@essex.ac.uk](mailto:journal@essex.ac.uk).