

Instructions for the reviewer

The reviewer's task is to give his/her opinion on whether the manuscript should be

- 1) published as it is,
- 2) published after the suggested revisions have been made, or
- 3) the evaluator does not recommend the manuscript for publication.

Aalto ARTS Books (AAB) transmits the referee statements to the manuscript team. At this point, the writers usually receive feedback on what revisions would be necessary. A positive referee statement is not yet a decision to publish.

The expert judgement should be written in an appropriate and encouraging manner, with the points argued as thoroughly as possible. If an expert thinks that the manuscript sources or their use is inadequate, s/he should help the writers forward by proposing relevant literature. What are the main sources the expert considers missing from the manuscript? Who has said the same thing in the past?

If the script strongly overlaps with previously published material, this shall be brought to the publisher's attention. Suspicion of plagiarism and deficiencies in citation or sources should also be brought to light.

Aalto ARTS Books and the expert agree upon a deadline for the written statement. The agreed schedules should be adhered to, and possible delays should be communicated.

All the manuscripts and related material are protected by copyright. All manuscript entries to be assessed are therefore confidential material, and files and prints should be handled accordingly. The expert delivering the statement commits to confidentiality. The manuscript may not be discussed with or displayed to any third party. Exceptions can be made for legitimate reasons, if agreed in advance with the publisher. The content of an unpublished manuscript may not be used without permission. Evaluators may mention in, for example, their curriculum vitae that they have acted as a peer reviewer for AAB, but they are not allowed to reveal which manuscripts they have worked on.

No fee is paid for the review, but expert assessment tasks are regarded as scientific merit. The aim of the peer review is to ensure that the published texts represent a high level of scientific excellence. The peer reviewer holds a respected position of trust that serves the interests of the entire scientific community.

The objective is to take into consideration any possible conflicts of interest in the selection of reviewers. If the expert has an obvious conflict of interest with the contents of the manuscript or with the author, or if s/he is otherwise involved, this must be made explicit to AAB.