

Guidelines for Reviewers

Interested in Reviewing for *Adultspan*?

Reviewing for *Adultspan* is a great way to serve the profession, especially if you are passionate and have expertise regarding adult development and aging issues. Additionally, serving as a reviewer is an excellent way to let the editors know you are interested in the journal. Candidates selected for the ADSP Editorial Board are often those who have demonstrated their dedication, commitment, and high quality, timely reviews.

Become a Reviewer

If you would like to be a reviewer, please complete this form:

https://docs.google.com/forms/d/e/1FAIpQLSdOuESj3J5V9cwEhOsiKxYYiG1jFmkZulsv35k4HlcTy0hT8A/viewform?usp=pp_url.

Please note that you will be asked to share your contact information, educational attainment, institutional affiliation, and area(s) of expertise to help us determine best-fit for manuscript matching. You will also be asked to upload your resume or CV for our consideration. The form should take less than 5 minutes to complete.

Duties of Reviewers

Contribution to Editorial Decisions

Peer review assists editors in making editorial decisions and through editorial communications with authors, may assist authors in improving their manuscripts. Peer review is an essential component of formal scholarly communication and lies at the heart of scientific endeavor. *Adultspan* shares the view of many that all scholars who wish to contribute to the scientific process have an obligation to do a fair share of reviewing.

Promptness

We ask that all reviews are complete within 30 days of being assigned. Notify the editors promptly if you should need to decline the invitation or if you are unable to complete the review in a timely manner.

Confidentiality

Any manuscripts received for review are confidential documents and must be treated as such; they must not be shown to or discussed with others except if authorized by the Editor-in-Chief (who would only do so under exceptional and specific circumstances). This applies also to invited reviewers who decline the review invitation.

Standards of Objectivity

Reviews should be conducted objectively, and observations formulated clearly with supporting arguments so that authors can use them for improving the manuscript. Personal criticism of the authors is inappropriate.

Acknowledgement of Sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that is an observation, derivation or argument that has been reported in previous publications should be accompanied by the relevant citation. A reviewer should also notify the editors of any substantial similarity or overlap between the manuscript under consideration and any other manuscript (published or unpublished) of which they have personal knowledge.

Disclosure and Conflicts of Interest

Any invited referee who has conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies or institutions connected to the manuscript and the work described therein should immediately notify the editors to declare their conflicts of interest and decline the invitation to review so that alternative reviewers can be contacted.

Unpublished material disclosed in a submitted manuscript must not be used in a reviewer's own research without the express written consent of the authors. Privileged information or ideas obtained through peer review must be kept confidential and not used for the reviewer's personal advantage. This applies also to invited reviewers who decline the review invitation.

Reviewing through the BePress System

When you are selected to review a manuscript:

- You will receive an auto-generated request to review email from the BePress system
 - This email provides a direct link to the blinded manuscript
- You have 5 days to confirm your commitment to review
- You have 30 days from the time of the review request to complete your review and upload your comments into the BePress system
- You may also view manuscripts assigned to you through the My Account page
- When you submit your review, the BePress system will also prompt you to recommend a decision to the editor (i.e. accept, revise and resubmit, reject...)
- You will also be given the option to upload a confidential cover letter that is only viewable by the editors regarding your review of the manuscript
- Be sure to anonymize your review either through anonymous track changes in the actual manuscript or by creating a separate Word or PDF document with your feedback