**PALOBRA JOURNAL**

**FORMAT FOR PEERS REVIEWERS**

The first thing you must do is to define what type of article has been assigned to you as referee in order to know if the manuscript fulfill the corresponding conditions.

1. **Scientific or technological research article.** Document that presents clear and truthful original results of a project already finished through the application of a scientific method in a structured way. The structure generally contains the following sections: title, summary, keywords, introduction, methodology, results, conclusions and bibliographical references.
2. **Article of Reflection.** Document that presents research results on a specific topic, fundamental concepts or prevalent ideas in a field from the author´s analytical, interpretative or critical perspective. This type of articles should be backed by evidence. The structure generally contains the following points: title, summary, keywords, introduction, methodology, development of the topic, conclusions.

It is characterized because:

- It leans on the point of view of the person who writes, since its essence is the research itself more than an encyclopedic or doctrinal exhibition.

- It is a persuasive and argumentative essay because it presents the author´s point of view and at the same time seeks to convince the reader.

- This type of writing usually proposes a topic that, sometimes, is not resolved since it is an attempt or an approximation. However, its free and open nature does not suppose neither superficiality nor lack of rigor.

(These two types of articles will have an extension that ranges between 15 and 20 pages, including the title and the summaries.)

**C. Review articles.** Document that provides a critical and constructive analysis of existing published literature in a field (state of art), through summary, analysis, and comparison, often identifying specific gaps or problems and providing recommendations for future research in order to: update and report on the status of a topic, organize and synthesize fragmented knowledge, compare information from different sources, learn about trends in investigations or suggest future work. They are characterized by presenting a careful bibliographic review of at least 50 references, whose difference will be the unit of analysis. The structure generally contains the following points: title, summary, keywords, introduction, methodology, development of the topic, conclusions of the review and bibliographical references.

(It will have a maximum extension between 12 and 15 pages).

Please follow the editorial norms established in Palobra Journal, according to the regulation of publications, during the evaluation process.

**General information**

Article name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Why does it correspond to this type of article? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Specific information:**

In the respective box, you can use answers like: **Yes, No, N/A** (not applicable), adding the comments that you consider pertinent, according to each case. **Do not leave in blank any item that applies for the type of work you are evaluating. Please write the corresponding observations into the provided space.**

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| --- | --- | --- | --- |
| 1. **Formal and grammatical aspects** | **YES** | **NO** | **N/A** |
| Is there adequate spelling and grammar use of words (writing, accentuation)? |  |  |  |
| Is there a selection, inclusion and appropriate design of schemes, graphics, drawings and images? |  |  |  |
| The graphic material (tables, figures, photographs, drawings, graphs and diagrams) is suitable? |  |  |  |
| **General remarks:** | | | |

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| 1. **Argumentative and formal structure of scientific text** | **YES** | **NO** | **N/A** |
| Is the title clear and does it fit the content well? |  |  |  |
| Do the subtitles or internal sections of the text help to structure the document and guide the reader? |  |  |  |
| Does the text include a summary that presents the central aspects of its developing?  The summary should present the following rhetorical pattern: purpose, method, results and main conclusion (with the exception of the article of reflection that does not have method). |  |  |  |
| Are the keywords explained and addressed as concepts within the text and are they presented in alphabetical order? |  |  |  |
| Are there concepts that due to their relevance and development should be included as keywords? (Which?) |  |  |  |
| Does the introduction present clearly and precisely the objective of the text, the problem addressed or the starting point of the document, as well as the description of the strategy of the text? |  |  |  |
| Is the thematic and communicative objective of the text fulfilled? |  |  |  |
| Is there progression in ideas and information? |  |  |  |
| Coherence in writing means that all the ideas in the text flow smoothly from one sentence to the next sentence. With coherence, the reader has an easy time understanding the ideas that the author wish to express. In this sense, is the text coherent? |  |  |  |
| Is there a clear use of connectors in the document in order to join or establish logical-semantic relationships between different parts of the content? |  |  |  |
| Is there a “story line” or progression in the presentation of information, so that the article does not look as a collection of ideas? |  |  |  |
| Are there argumentative strategies that evidence a consistent exposition of the author´s points of view? |  |  |  |
| Are conclusions supported by reasons, explained and illustrated with arguments? |  |  |  |
| Are the conclusions in agreement with the article sections and propositions? |  |  |  |
| **General remarks:** | | | |

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| 1. **Ethics, documentation and bibliographic uses** | **YES** | **NO** | **N/A** |
| Take information from a source and present it as your own (omit the authors or not referencing them clearly) constitutes plagiarism. In this sense, is the author respectful of copyright? |  |  |  |
| Are the ideas or perspectives taken from other sources clearly recognized by the reader as such? |  |  |  |
| The incorporation of extensive direct citations (more than 40 words) is a mechanism that should be relevant, timely and should be justify to the reader, so that it does not become a discursive facility that avoids the author’s work of reflection, analysis and writing |  |  |  |
| Are these types of citations justified in the text? Are they written in block (with indentation), without quotation marks and with the corresponding reference? |  |  |  |
| Are references cited appropriately according to the APA standards system explained from the Guidelines for authors? |  |  |  |
| Is there consistent and adequate use of the documentation and final list of references? |  |  |  |
| Are the standards for references followed? Does the author mix different systems of citation? |  |  |  |
| Does the list of references contain only the sources cited in the text? |  |  |  |
| Are there sources cited in the text that are not included in the final list of references? |  |  |  |
| Indirect quotations (paraphrasing) reproduce a fragment of information written by someone else, in the language of the author. In the article, Are this type of quotation always announced? Is it possible to know where they start and where they finish? Do they have the respective reference? |  |  |  |
| Are the references or citations updated? (Two or less year old). Please except referential or classical works. |  |  |  |
| Were the chosen sources relevant considering the topic? |  |  |  |
| Are the sources enough for this type of article? |  |  |  |
| If it is a revision article, Are statements about authors and ideas documented with references? |  |  |  |
| Is the structure of the reviewed literature clear? |  |  |  |
| **General remarks:** | | | |

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| **4. Scientific and disciplinary aspects**  **Evaluate the relevant aspects according to the purposes and type of text.** | **YES** | **NO** | **N/A** |
| Is there clarity in the purpose or objective of the text? |  |  |  |
| Are data presented in a clear and orderly manner? |  |  |  |
| Does the author exhibit the sources? |  |  |  |
| Does the author present evidences about its relationship with the text? |  |  |  |
| If the text includes hypotheses, are they explicitly stated? Are they articulated with the introduction and the theoretical analysis? |  |  |  |
| Are the examples given illustrative, clear and sufficient? |  |  |  |
| Are the concepts and definitions accurate? |  |  |  |
| Is the sample well calculated? |  |  |  |
| Is there evidence of rigor in the collection of data (systematization)? |  |  |  |
| Is there articulation between the conceptual framework and the rest of the information or sections that are presented in the text? |  |  |  |
| For research articles, does the section on the method describe in detail technical and logical procedures performed by the author in order that the reader can evaluate the reliability and validity of the results obtained? |  |  |  |
| For revision texts, is the text really a revision of a field of study or a critical reflection on it? |  |  |  |
| Do the results provide conceptualization or do they help to solve a problem? |  |  |  |
| Are the results based on the data?  Do the conclusions report the main findings of the research or of the reflections and analysis made in the text? |  |  |  |
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| **General remarks:** | | | |

**5-** **Result of the textual evaluation:**

**Point with an X**

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| --- | --- |
| * Publishable without modifications |  |
| * Publishable with basic modifications |  |
| * Publishable with basic modifications and some conceptual modifications |  |
| * Rewrite the article for a new evaluation |  |
| * Not publishable |  |

**6-** **Additional comments, general and specific recommendations of the referee**

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**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Identification document:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Institutional affiliation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORCYD:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_