

Interdisciplinary Journal of NTT Development Studies

Peer Review Guidelines

Peer Review Guidelines The **Interdisciplinary Journal of NTT Development Studies** serves as a forum for dialogue and knowledge sharing between scientists and practitioners. Whilst we anticipate that many submissions will come from both international and Indonesian nationals' writers, an important aim of the journal is to provide a space for developing and housing the work of Nusa Tenggara Timur based practitioners and writers who thus far have lacked significant representation in the studies of East Nusa Tenggara developmental field. As such, it is intended that the peer review process will contribute to the goal of developing the research and writing skills of those who submit articles to the journal.

Peer reviewers will evaluate the submissions with the goal of selecting articles to be published as well as providing feedback to the authors that is of high quality, comprehensive and constructive. A review will contain at least four parts: (a) a summary of what the reviewer considers to be the paper's main achievements, (b) an overall evaluation of the strengths and weaknesses of the paper according to criteria explained below, (c) a recommendation that logically follows (accept, minor revision required, major revision required, reject), and (d) detailed comments. These four parts are communicated anonymously to the authors. It is most important that reviews be as informative and constructive as possible.

Papers for **Interdisciplinary Journal of NTT Development Studies** must be of high quality and fall within the scope of the journal. Peer reviewers should be looking for:

- original contribution to the studies of NTT development
- significance and interest,
- methodological integrity,
- quality of presentation
- relevancy to development of East Nusa Tenggara (West Timor, Flores, Lembata, Alor, Sumba, Rote and Sabu).

Few papers excel in all of these, but a sub-standard level in any is sufficient ground for suggesting a major revision or rejection. An acceptable paper should contain: (a) motivation and clear objectives, (b) demonstration of novelty and superiority compared to related work, (c) evidence of effectiveness, reproducibility, scalability, and practical relevance (primarily for academic papers).

Papers from the field will not need to conform to academic organization style and language. Whilst they should be accessible to the academic community it is more important that they are accessible to a larger audience and that they contribute to the advancement of thinking in **Interdisciplinary development studies of NTT**. Similarly, the papers will not need to make specific suggestions for course of action, though they should provide analysis that contributes to a better understanding of themes related to **development of NTT**, and if appropriate, the lessons learned. Theoretical or methodological papers should clearly show how the results presented may contribute to **development of NTT**. Papers on specific case studies should reflect larger

conceptual issues in addition to case specific descriptions. Empirical papers should describe the experimental method used and interpret the results in terms of practice. All papers should clearly indicate what is new and significant about the work presented and how it compares with related work. Every claim must be substantiated through detailed arguments. Conciseness and technical precision are other important requirements (typical counter-examples are: concepts being used without being defined, a same concept being referred to under multiple terms, a same term referring to multiple concepts, etc.).

Minor revisions will be checked by the Managing Editor whereas major revisions are re-reviewed by the original reviewers. In such cases the authors are asked to prepare a cover letter detailing how they addressed the various reviewers' concerns. Final decisions are made by the Editors of the journal.

If a paper is rejected, it may be resubmitted once the major revisions have been addressed. The paper will go through the same process explained above although new reviewers may be used in the second instance.

INSTRUCTIONS TO REVIEWERS

General Instructions

You are expected to see the manuscript title, ID number, status, number of words, and document formats (e.g., Word document and PDF).

- The **Details** manuscript contains the manuscript type, keywords or attributes the author associated with the manuscript, and the date submitted. You can still view the title, status, id number, and links to the manuscript files at the top of the table.
- The **Score Sheet** tab contains the score sheet for the journal. Based on journal specifications, this score sheet may include specific manuscript questions or ratings, a recommendation field, comments to the author, comments to the editor, and the ability to attach a file.

Completing the Score Sheet

To complete the score sheet, respond to all fields. When filling out the score sheet, please remember the following things:

- Comments to Editor: Use this space to transfer to the Editor the basis for your recommendation for acceptance or rejection. These comments will NOT be conveyed to the author.
 - Comments to Author: Use this space to convey specific feedback to the author on your recommendation. Please do NOT reference the Comments to Editor field as the author will not have direct access to those comments.
 - Special Symbols: As with other plain text transmissions, such as e-mail, your use of special symbols is restricted. Please use symbols that are found on your keyboard and plain text notations, such as (^) for superscript. For example, you will not be able to use the symbols for Greek letters. You will need to spell these out. If you will be repeatedly using a Greek letter, you can re-define the symbol (e.g. G = gamma) at the beginning of the section in which you will be using it.
 - Submitting Your Review to Managing Editor as: email: editor@ntt-academia.org
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