

Reviewer Guide

GATHA COGNITION® conducts rigorous assessments and reviews for all submitted manuscripts including journal articles, book chapters, books, etc. to achieve high standard and impact. Editors and Reviewers perform benchmark roles at different levels of manuscript processing. We are processing all manuscripts through organized editorial flow (Figure 1) with the help of [Manuscript Portal®](#). Please visit editorial policies for details available at journal homepages.

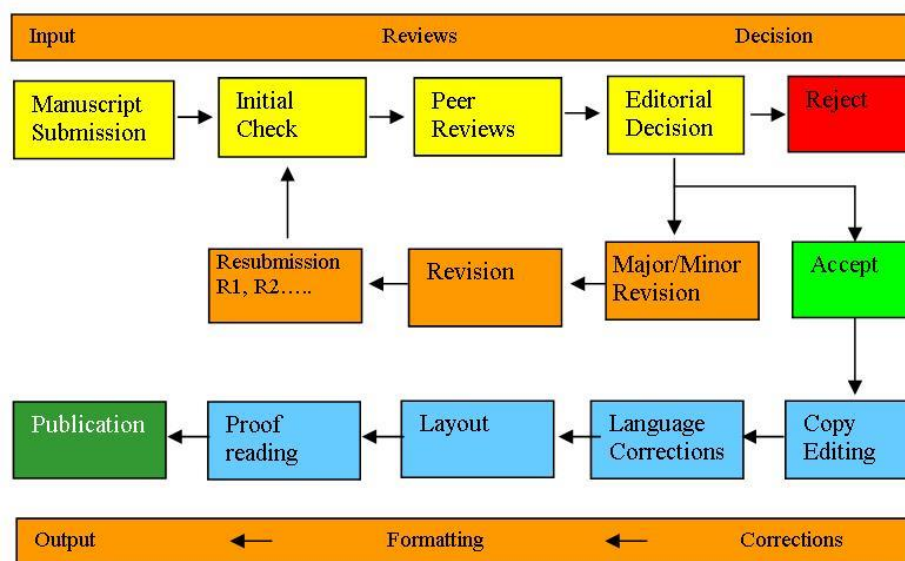


Figure 1. Manuscript processing flow

1. PEER REVIEW

The Editor-in-Chief (EIC) appoints the Panel of Reviewers (POR) to review the verified manuscript by the Editorial Office. The Managing Editor conducts the entire review process with the help of Editorial office, journal guidelines as well as instructions given by the EIC. POR consists of three eminent experts in the field and minimum two reports of reviewers required for final decision. Manuscript Portal® informs EIC about reports of two reviewers received.

POR assesses the manuscript for:

- ✓ Innovations
- ✓ Scope
- ✓ Methodology, techniques and data used
- ✓ Explanations and justifications
- ✓ Contributions
- ✓ Applicability
- ✓ Over all flow of writing
- ✓ Language
- ✓ Similarities with published literature
- ✓ Etc.



Reviewers submit their confidential reports to EIC including manuscript rating and comments for author using facilities at Manuscript Portal®. Revised manuscripts are also processed through all these steps.

2. REVIEWERS

Reviewers are key element of editorial assessment of manuscript for quality publications. The Editor-in-Chief or in-charge Editor from the Editor Board of the Journal appoints experts of the field from database or his choice. Author asked to give names of experts for review the submitted manuscript. However, editor(s) selects the names randomly from database using key words.

2.1 Invitations

Reviewer receives email containing invitation for review with title, abstract and key words of the manuscript. Reviewer can accept or decline the invitation by clicking the button and receives confirmation

2.2 Register online

On acceptance of the invitation server automatically forwards reviewers to registration form for filling detail information. On submission of the filled form reviewers gets email for confirmation user ID and password for access the invitation for review the manuscript. He/she can also find the active manuscripts and completed assignments. Reviewers get free access to published manuscript on login this account which manuscript(s) he/she has been assessed.

3. ONLINE ACCESS TO MANUSCRIPT

Reviewers can access PDF copy of the manuscript assigned for review at his/her account online for view, download or print, anytime. Reviewers can read or highlight the errors in the manuscript or give instructions in highlighting boxes to the author on PDF which can be uploaded with report(s).

4. REPORT

4.1 Recommendation

- a. Accept:
Manuscript accepted for publication in the journal.
- b. Minor revision:
Manuscript returns to author with the comments of reviewers and editors for minor revision and resubmission.
- c. Major revision:
Manuscript returns to author with the comments of reviewers and editors for major revision and resubmission.
- d. Reject:
Manuscript rejected for publication in the journal based on adverse comments of reviewer(s) and editor(s).

4.2 Overall opinions

Reviewers are asked to give response to following questions:

Does the matter of manuscript within the scope of the journal/book?

Is any similar publication appeared elsewhere?

Is the paper comprehensible? If yes, mention the paragraphs, points, etc. in your comment.

Is there any important matter or data omitted or missing?

Are the references adequate?



4.3 Quality scaling

Please scale the significance of the article from 0 (0 significance) to 10 (maximum significance)

Please rate the quality of figures from 0 (poor) to 10 (Awesome).

4.4 Remarks on contribution

We expect the summarised remarks on the manuscript supporting to your recommendation.

4.5 Comments for the Author(s)

Please give detailed comments for author(s) to improve the quality of the manuscript.

4.6 Comments for the Editor

These comments will be helpful for processing editor for performing the decision on the manuscript.

5. SAVE AND SUBMIT REPORT (ONLINE)

Reviewers submit his/her report online on clicking the link on reviewer's account. Reviewers can view reports of other reviewers after successful submission of his/her report. Please refer report [submission guide](#) available Manuscript Portal.

6. REPORT ARCHIVE

GATHA COGNITION® archives all review reports at Manuscript Portal® which can be accessible to reviewers on login of reviewer account.

7. MANUSCRIPT TRACKING

Reviewer can track the progress of the manuscript which he/she has been reviewed through Manuscript Portal®.

8. ACCESS TO REVIEWED ARTICLES

GATHA COGNITION® provides free reviewer(s) access (lifetime) to assessed manuscript.

9. REVIEWER CREDITS

Names of the reviewers appear at the end of the issues in the section of 'Credits to Reviewers (Click here for more details)'.

Please visit home page of the journal or book on the Online Platform at www.gathacognition.com for details of journal policies and Manuscript Portal® for guide for online Editorial management.
