

Koozakar Journals — Reviewer Instructions

Thank you for serving as a reviewer for Koozakar Journals. Your role is central to maintaining the quality, transparency, and credibility of the research we publish. This guide provides clear, simplified instructions for reviewing manuscripts professionally and effectively.

1. The Role of the Reviewer

Reviewers are essential partners in scholarly communication. Your feedback helps authors improve their work and supports fair editorial decisions. Reviews should be objective, constructive, and submitted on time.

2. Review Process Overview

Koozakar uses a double-blind peer review system to ensure fairness. Each manuscript undergoes initial screening, reviewer assignment, detailed review, and final editorial decision based on reviewer feedback.

3. Confidentiality and Ethics

Treat all manuscripts as confidential. Do not share or discuss them outside the review process. Disclose any conflicts of interest or inability to review objectively.

4. Review Criteria

Assess manuscripts based on scientific quality, clarity, and ethical integrity. Evaluate originality, relevance, sound methods, proper data analysis, logical conclusions, and current references.

5. Structure and Tone of Reviews

Use clear, courteous, and constructive language. Begin with a short summary, highlight strengths, note weaknesses with suggestions, and conclude with a recommendation (Accept / Minor / Major Revision / Reject).

6. Timelines

Respond to invitations within 5 days and submit completed reviews within 2–3 weeks. Notify editors promptly if delays occur.

7. Decision Options

Recommendations include: Accept (publishable), Minor Revision (small edits), Major Revision (significant improvements), or Reject (not suitable). Always provide clear reasoning.

8. Handling Misconduct

If you suspect plagiarism, data manipulation, or ethical violations, report privately to the editor with evidence. Do not contact the author directly.

9. Reviewer Benefits

Reviewers receive official certificates, possible publication discounts, and recognition on the annual Reviewer Honor Roll.

10. Ethical Standards

Be objective, fair, and respectful. Avoid bias and uphold confidentiality. Review only within your expertise and communicate promptly.

Final Note

Peer review at Koozakar is a collaborative effort to strengthen global research. We appreciate your time and dedication to academic excellence.

Contact: review@koozakar.com | <https://koozakar.com>

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