

## Guidelines for Reviewers

You have been invited by the Editorial Board of the journal "Studies in Teaching and Education" to review a scientific paper. We highly appreciate your expertise and contribution to developing the journal's quality. Your name and other reviewers' names will be published on the journal's website and in the journal's last issue for the current year to acknowledge your effort properly.

**Professional responsibility.** Please, based on your methodological and professional knowledge in the relevant field, approach the review of the paper. Evaluate the manuscript in terms of its alignment with the journal's profile, the significance and relevance of the issues addressed, the adequacy of the applied methods, scientific merit, the coherence of interpretations and conclusions, style and clarity of ideas, and the structure and presentation of the text. When reviewing, adhere to the guidelines provided to authors as explained in the *Instructions for Authors*, and input your assessment in the *Review Form*.

As a reviewer, strive to be impartial in your considerations of the paper, especially regarding issues related to the author's nationality, religious or political beliefs, and scientific orientation.

**Conflict of Interest.** The anonymity of the text's author is ensured for you as a reviewer by removing all data from the text that could indicate the author before sending it for review. Similarly, information about the reviewer is removed from the review sent to the author. If you suspect that the author's identity can be recognised through any data or if the review induces a conflict of interest, please inform the journal's editor. Conflict of interest can be personal, financial, intellectual, professional, political, or religious.

**Timeliness.** The invitation for reviewing the paper, the time frame for completing the review, and reminders about the review deadline will be sent to you automatically via email from the ASSISTANT. By accepting the review, you commit to conducting the review within the specified time frame. In exceptional situations, the editors or members of the Editorial Board may contact you for additional questions or clarifications. If, during the review process, you are not sufficiently competent in the manuscript's subject matter, please inform the editor that you cannot continue reviewing the given manuscript.

**Confidentiality.** Please respect the confidentiality of the peer review process and refrain from using any information obtained during the review process for personal or others' advantage or in a way that could harm or discredit others. If you need to consult with someone else regarding the review, you must seek permission from the journal's Editorial Board.

**Suspected violation of ethical practices.** Suppose you come across any irregularities related to research ethics or a breach of academic integrity in the writing of the paper. In that case, it is mandatory to inform the journal's Editorial Board. If you notice that the manuscript you are reviewing is similar to a paper you previously reviewed for another journal or read, please inform the journal editor about it.

In case of these or any other violations of ethical practices, contact the editor directly to receive support and confidence in investigating additional information.

**Procedure for Reviewing Manuscripts.** Please review the paper and supplementary materials (Journal's Editorial Policy, Instructions for Authors, Manuscript Review Form). In re-reading the paper, use the Review Form to identify any missing or incomplete elements in the text.

We would greatly appreciate it if you could enhance your assessment in the Manuscript Review Form with constructive feedback and recommendations for the author, helping to improve the quality of the paper. For instance, be specific in your critique and highlight sections from the text that support your statements. Enter your comments in the space next to the corresponding assessment category in the Manuscript Review Form.

You can utilise one of the keyword indexing verification databases, such as <https://eric.ed.gov/?ti=all>

Keep in mind that the journal expects an honest and impartial evaluation from you, including feedback on the weaknesses in the paper. We also invite you to provide additional comments to the editor if you believe it is necessary. Ensure that your comments and recommendations for the editor are aligned with your report to the authors—put the most crucial feedback in the report that the authors will see, aiding them in improving the paper.

Regarding the scientific orientation, language, and writing style, please be aware that it is the author's work, and do not attempt to translate it into your style or orientation. Your suggestions must enhance the clarity of the paper. If the article is unclear, comment and explain what additional actions the author(s) should take without expanding the scope of the paper by suggesting further research.

After the initial review, kindly accept the journal's request to re-examine the revised manuscript you reviewed.

Thank you for reviewing the paper for the "Studies in Teaching and Education" journal.

Editorial Board