

Reviewer Guidance Notes

Thank you for agreeing to review a manuscript for the Pakistan Journal of Urban Affairs. Per your agreement with the Editor-in-Chief, you are asked to complete the review within two weeks of receipt of the manuscript. Reminders of deadlines will be sent by the Associate Editor of the Pakistan Journal of Urban Affairs.

Questions regarding the manuscript or the review process should be directed to the Managing Editor at manuscript@pjua.gop.pk. A flow chart indicating the process of review is attached for your reference. We would appreciate, if you could submit your reviews to us by email at manuscript@pjua.gop.pk.

We will insure that all reviews of manuscripts are "blind" reviews, and the identity of the Editorial Board member will be carefully protected. However, you must make sure that there is no identifying information in the comments that you provide in the review that you send.

Two criteria are essential for a recommendation of acceptance for publication:

- NOVELTY (new or innovative techniques or approaches to problems). When determining novelty, you must be aware that it is acceptable for authors to submit expanded versions of their work that have been previously published in a conference paper, but that the prior work must be cited and the extensions clearly explained in the body of the paper. However in such cases, the journal submission must incorporate some new elements, such as elaborated theoretical discussion, algorithm sophistications, more extensive experiments, and new results investigation.
- APPROPRIATENESS (a complete well written manuscript that falls within the aims and scope of the Pakistan Journal of Urban Affairs). When determining novelty, you must ensure that the manuscript is within the aims and scope of the journal, complete in terms of the technical work, and a high quality of writing.

You are to score the manuscript according to the following codes:

A = Manuscript is ready for publication as is.

AC = Manuscript is almost ready for publication; the author might be required to make some small modifications according to the comments of the Editorial Board. The modified manuscript will not be submitted to the Editorial Board again but verified by the Managing Editor.

RC = Manuscript requires major adjustments by the author, and must be returned to the Editorial Board for a second round of review. .

R = Manuscript is rejected since it is not of sufficient quality to be published in the Pakistan Journal of Urban Affairs.

Please provide detailed comments in the review that will direct the author in making appropriate changes so that the manuscript can be published. In case of an R score the Editorial Board is

strongly encouraged to help the author understand why the manuscript is not considered acceptable for publishing. However it must be noted that the Editorial Board of the Pakistan Journal of Urban Affairs is under no obligation to provide the author, whose papers have been rejected, with an explanation.

Your comments are also important to the Editor-in-Chief in making a decision, because it may sometimes be the case that Editorial Board members disagree and detailed comments will help the Editor-in-Chief resolve any discrepancies. Typically a review should comprise of the following:

- A brief summary of the paper which mentions its contributions.
- A conversation about the novelty and significance of these contributions.
- A list of major comments that can contribute towards a rejection or lead to significant revisions.
- Lastly, a list of minor comments or corrections.

We request the Editorial Board to make their reviews constructive and courteous and to respect the intellectual independence of the author.

If you have any feedback that you feel is not appropriate for the author then you can always communicate with the Managing Editor in confidence.

Please keep in mind that manuscripts should not elaborate extensively, and when appropriate probably should contract a bit. Authors must not state the obvious in their papers, but only refer to established research by providing appropriate references. Please also go over the Author Guidance Notes on our website.

If you ever suspect the author of plagiarism or duplicate submission you must contact the Editor-in-Chief immediately. All such cases must be handled with confidentiality and care and should not be discussed with anyone other than the Editors of the Pakistan Journal of Urban Affairs.

Reviews must be objective evaluations of the research. If you believe that you cannot judge a paper impartially, you should not accept it for review and you must notify the Managing Editor immediately. Examples of conflicts of interest may arise if:

- One of the author of the publication shares an institutional affiliation with you.
- One of the author has collaborated in a publication/research project with you.
- One of the author's PhD or post-doctoral work was supervised by you.

Information contained in a manuscript under review is confidential and must not be shared with others, nor should referees use non-public information contained in a manuscript to advance their own research or financial interests.

Once again, thanks for serving as a reviewer for the Pakistan Journal of Urban Affairs and for your timely response. Your participation adds value to the quality of the Pakistan Journal of Urban Affairs.

Editorial Board Review Process

