

Role of Reviewers

At KNOWLEDGE EMPOWERMENT FOUNDATION Journals, reviewers are critical to maintaining the quality and integrity of the research we publish. Their role is essential to ensuring the accuracy, relevance, and validity of submitted manuscripts. The following outlines the responsibilities and expectations of our reviewers:

Reviewer Selection

Reviewers are selected based on their expertise, reputation, and experience in the relevant field. We prioritize impartiality and fairness, ensuring that reviewers uphold the highest standards of academic quality.

Reviewer Responsibilities

Reviewers are tasked with evaluating manuscripts in a timely and professional manner. This includes assessing the research methodology, manuscript organization, clarity, and identifying any potential biases or limitations. Constructive, actionable feedback is required, while reviewers must maintain confidentiality and avoid conflicts of interest.

Reviewer Feedback

Reviewers should provide feedback that is specific, respectful, and objective. Personal attacks or unconstructive criticism are unacceptable. Feedback should aim to improve the manuscript, ensuring the research aligns with the journal's standards.

Reviewer Recognition

KNOWLEDGE EMPOWERMENT FOUNDATION Journals acknowledges the efforts of reviewers by listing their names on the journal's website and inviting them to participate in editorial activities or the editorial board.

Timeliness and Responsiveness

Reviewers are expected to provide feedback within 2-4 weeks. Delays in the review process should be communicated promptly to the editorial team, as timely reviews are crucial to maintaining publication schedules.

Competence

Reviewers must only accept manuscripts within their area of expertise and are responsible for communicating any limitations in their ability to evaluate the manuscript appropriately.

Conflict of Interest

Reviewers must disclose any conflicts of interest that may affect their objectivity and should recuse themselves if necessary. Conflicts include, but are not limited to, financial, personal, or professional relationships with the authors or the research.

Reviewers should avoid the following:

- Presenting biased or inaccurate facts in reviews
- Delaying the review process without valid reason
- Criticizing competitors unfairly
- Breaching confidentiality
- Using knowledge gained from the review process for personal gain
- Failing to disclose conflicts of interest

Reporting Misconduct

If reviewers suspect research misconduct or have ethical concerns, they must immediately inform the editorial office. All evaluations should be based solely on the manuscript's scientific merit, not on the author's identity or affiliations.

Impartiality and Integrity

Reviewers must evaluate manuscripts objectively, based only on scientific merit and relevance to the journal's scope. Discriminatory factors such as race, nationality, or gender should not influence their assessment.

Reviewer Training and Support

KNOWLEDGE EMPOWERMENT FOUNDATION Journals provides guidance and resources to help reviewers perform their duties effectively. Reviewers may also have access to training or mentorship opportunities.

Confidentiality

Reviewers must maintain the confidentiality of the manuscript and review process. Manuscripts should not be shared or discussed with anyone outside the review process without explicit consent from the editor.

Peer Reviewer's Responsibilities toward the Author

- **Constructive Feedback:** Reviewers must provide unbiased, professional, and constructive feedback to authors, aiming to improve the manuscript's quality.
- **Confidentiality:** Reviewers must respect the confidentiality of the manuscript and refrain from using any information for personal gain.
- **Professionalism:** Feedback should be formal and focused on the manuscript's scientific quality. Unprofessional or personal criticism is prohibited.

Peer Reviewer's Responsibilities toward the Editor

- **Timeliness:** Reviewers must provide timely feedback to assist editors in meeting publication deadlines.
- **Clear Communication:** If conflicts of interest arise, reviewers should disclose them to the editor promptly. Any financial conflicts or other issues should be addressed immediately.
- **Constructive Criticism:** Reviewers should offer insightful feedback that is based on the manuscript's scientific merit and within the journal's guidelines.

In conclusion, KNOWLEDGE EMPOWERMENT FOUNDATION Journals relies on the integrity and expertise of our reviewers to ensure the accuracy and quality of the research we publish. Reviewers must fulfil their responsibilities professionally, ethically, and with due diligence to uphold the journal's high standards.