

Rupandehi Campus
Siddharthanagar # 9 , Rupandehi Research Management Cell
Rupandehi Campus Journal

The reviewers are requested to review the articles as mentioned in Peer **Review Report Form**. Yet, the reviewers are free to make comments or suggestions on the article beside this checklist. We would be grateful if you could comment on the **Track Change tool**. Your comment or suggestions will strongly be considered to select the article for publication.

Peer Review Report Form

Context	Checklist for Peer Review	Reviewer's Remarks (Yes, No, or any comments)
General	Is the research original, novel and important to the field?	
	Is the presentation clear and concise?	
	Has the appropriate structure and language been used?	
Title	Is the title concise and informative?	
	Can it be re-written in better way?	
	Is the title related to objectives?	
Abstract	Is abstract really a summary?	
	Does abstract include any findings?	
	Is abstract within 200 word limit?	
	Are there appropriate keywords in abstract?	
Introduction	Does it provide sufficient detail about context, goal, objectives, problems and research questions	
	Are there important findings of previous studies?	
	Is it clear, well organized and innovative to create curiosity?	
	Condition of organization and addition of citation	
Methodology	Are the applied methods include scientific study for interested candidates that is accessible to the community which can be redone and tested?	
	How well does the writer use the APA (6th edition) format in text-citation and referencing to avoid plagiarism?	

	Are all the methods defined in detail?	
Result and Discussion	Are the results relevant and reliable?	
	Does the research paper include comment section with recommendation and clear, concise and justifiable?	
Conclusion	Does the paper include its importance, validity and generality that can request the removal of redundancies?	
Reference	Has the paper been written in APA 6 th Edition including proper citation and format?	

Reviewer’s overall comments (if any)

The author should revise it with editing language and mechanics. If so it can be published in the journal.

Concluding judgment of the Reviewers

Please, write **Yes/No** in the column of **Reviewer’s Decision** with your observation.

	Categories	Reviewer’s Decision Yes/ No with comment
1.	Was the paper accepted at once?	
2.	Was the paper suggested with certain recommendation, rewritten and resubmitted?	
3.	How many times was the paper rejected?	

	Accept the manuscript with major revision
	Reject the manuscript with an option for resubmission
	Reject the manuscript

Invitation letter received on Manuscript reviewed on..... Reviewed Manuscript submitted on.....

Signature:
Name/ID of Reviewer:

The Editorial Board
Rupandehi Campus Journal

Invitation Letter to Reviewer

Dear _____,

I am the Editor-In-Chief of Rupandehi Campus Journal Volume 4. Rupandehi Campus Journal is a peer reviewed journal which publishes research articles in the area of literature, language education, health, management, law, entrepreneurship, social science, climate change and is published biannually by Rupandehi Campus Research Management Cell. I am pleased to let you know that we have identified through a recommendation of an expert you as an expert and potential reviewer to review a manuscript received at our journal. The title and the abstract of the manuscript are enclosed herewith. The full manuscript will be provided upon your consent for reviewing it.

Could you please go through the material and let us know if it belongs to your area of expertise and if you are willing to review the full manuscript of it. We employ a blind review for the purpose. We also have a code of conduct for our reviewers which can be accessed at.....

If you agree to review the manuscript, you will have to complete the reviewing within two weeks from the time you receive the manuscript. We provide a very modest remuneration of NRs. 2500 per manuscript. We also provide a certificate of appreciation for reviewing manuscript.

If you are unable to review the manuscript for any reason, could you please recommend to us any expert who might qualify to review it?

I hope to receive your kind response at the earliest.
Thank you for your cooperation.

Signature

Name of Editor-in-Chief – Min Prasad Sharma

Name of Journal – Rupandehi Campus Journal

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Letter to the Consenting Reviewer

Dear _____,

Thank you so much for accepting our invitation for reviewing a manuscript for Rupandehi Campus Journal. Please find enclosed the manuscript (Manuscript ID: _____). Also enclosed are the Rupandehi Campus Journal Code of Conduct for Reviewers [document/ URL Link], the Guidelines for Reviewer and a Reporting Form. As we have mentioned earlier, Rupandehi Campus Journal employs blind review mode in which the identities of the authors and reviewers are not revealed to each other. If the identity of the author of the manuscript is revealed by any information given within the manuscript or by any other circumstances, please stop reviewing the manuscript and let us know it immediately. If you feel there might exist a conflict of interest of any sort, please let us know that too. Please proceed to review when you are satisfied with the area of the manuscript and our guidelines for the reviewer. We expect the report to be completed and submitted to us within two weeks from now. Thank you so much for your cooperation.

With warmest regards,

Signature

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