



Canadian Journal of Information and Library Science / Revue canadienne des sciences de l'information et de bibliothéconomie

Reviewer Guidelines

Subject Matter and Scope

The [*Canadian Journal of Information and Library Science / Revue canadienne des sciences de l'information et de bibliothéconomie \(CJILS/RCSIB\)*](#) continues the Canadian Journal of Information Science and is published by the [Canadian Association for Information Science \(CAIS\)](#). Its purpose is to contribute to the advancement of information and library science in Canada. The journal is published on a quarterly basis in print format and is also available online on [Project MUSE](#).

Peer Review Process

Blinding

[CJILS/RCSIB](#) uses a double-blind peer review process, meaning that neither the reviewers nor the authors know each other's identity. In addition, the reviewers are not aware of each other's identity. Each manuscript is evaluated by at least two reviewers.

Please remove any information that would identify you from the "properties" section of your Word file. To do this go to the document and click on "file," scroll down to "properties" and delete any identifying information. If you are sending a PDF please remove your information before you create the PDF version of the review.

Appointment of Reviewers

Manuscript reviewers are appointed by the Editor. They are selected because they have expertise related to the content that is published in [CJILS/RCSIB](#). Manuscript reviewers must have some experience as authors of articles published in peer-reviewed journals. Reviewer reappointments are contingent upon reviewers fulfilling their responsibilities in a timely and effective manner.

Reviewer's Responsibilities

The following information may clarify how to provide sound and objective evaluations that will be useful to both authors and editors.

Reviewers are invited to contact the Editor if they have any concerns about a manuscript, if they feel they lack the expertise to complete a review, or have any questions regarding potential conflicts of interest.

Manuscripts sent to reviewers are privileged communications. However, during the review process, manuscript reviewers are free to solicit the advice of people who they believe can assist them with their reviews. These people should respect the confidential nature of the manuscript review process.

Reviewers must not cite the manuscript or refer to the work it describes before it has been published.

Reviewers must adopt a respectful and impartial attitude towards each manuscript under review.



Comments designed for the author should be expressed in clear, respectful and objective terms. Suggestions for revision should not include any reference to possible acceptance or rejection of the manuscript.

Reviewers are not expected to correct deficiencies in style or mistakes in grammar. However, any observations related to these faults will be appreciated by the editor.

Evaluating the Manuscript

As a reviewer for [CJILS/RCSIB](#) you are requested to evaluate each manuscript on the basis of its content as well as its relevance to Library and Information Science.

Specifically, you are asked to rate:

- Overall importance to the field of Library and Information Science
- Appropriateness of the manuscript for [CJILS/RCSIB](#)
- Quality of writing
- Usefulness of tables and figures

The manuscript must be presented in clear and precise language, grammatically correct, and logically structured. Tables and figures must complement, not duplicate, the text and must clearly present accurate and comprehensible details. References should be accurate, appropriate, and presented in accordance with the style used by [CJILS/RCSIB](#). Reviewers are selected on the basis of their professional knowledge and experience, and are expected to watch for the accuracy of the information and terminology used in papers related to their particular field.

Process

[CJILS/RCSIB](#) strives to have the initial review back to authors as soon as possible and usually provides authors a few weeks to revise the manuscript depending on the revisions. Reviewers must return their review to vmneset@buffalo.edu.

The reviewer is also expected to make a recommendation to accept, accept with revisions, revise and resubmit, or reject the article. This includes considering the overall importance, appropriateness of the manuscript for [CJILS/RCSIB](#), quality of writing and usefulness of tables and figures. Manuscript reviewers may also suggest to the Editor the use of a further reviewer when they believe additional expertise is required.

Comments to be Transmitted to the Authors

Note that comments to be transmitted to authors should not include any reference to possible acceptance or rejection of the manuscript. Please ensure that the tone of comments is respectful. Please be as specific as possible in your suggestions to change the text.

Confidential Recommendation

In a confidential recommendation to the Editor, you are asked to choose and justify your recommendation from one of the following:

- **Accept**

No changes needed from author(s). Manuscripts that are accepted are immediately scheduled for publication.

- **Accept with Revisions**

Manuscript is accepted for publication, conditional on author(s) making minor changes and resubmitting manuscript.

- **Revise and Resubmit**



Authors are asked to make substantial changes to the manuscript. Manuscript acceptance for publication is conditional on the content contained in the revised manuscript.

- **Reject**

This recommendation should be made when deficiencies indicate that a manuscript should not be published.

Decision Letter

Reviewers should keep their copies of manuscripts until they receive a decision letter. The decision letter will inform the reviewer of the course of action that was taken on the manuscript. The letter will contain the comments of your review, the other reviewers, and the Editor.

Should the Authors choose to revise the manuscript, the revised manuscript and the point by point responses will be sent to the Editor for re-review.

Thank you so much for your willingness to review an article. Not only are you helping the journal, but you are providing a professional development opportunity for the author(s) of the article you review.

Contact Information

Explain what you would like the author to include in their information as well as their colleagues if the paper is co-authored.

Please provide a separate cover sheet with full contact information.

Queries

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["How to Alienate Your Editor: A Practical Guide for Established Authors,"](#) written by Stephen K. Donovan and published in the [*Journal of Scholarly Publishing*](#), is an excellent article on classic mistakes made during the submission process. Also useful is ["Surviving Referees' Reports"](#) written by Brian Martin and also published in the [*Journal of Scholarly Publishing*](#).

Questions relating to any of the above details may be directed to the [CJILS/RCSIB](#) Editor at the address below:

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