



**NEW ZEALAND COLLEGE OF MIDWIVES (INC)
JOURNAL**

**GUIDELINES FOR PEER REVIEWERS FOR THE
NEW ZEALAND COLLEGE OF MIDWIVES JOURNAL**

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FIRST THINGS FIRST:

The New Zealand College of Midwives Journal cannot continue without the work of our peer reviewers. We are committed to supporting our pool of peer reviewers to provide us with quality reviews which will support authors to publish in our Journal. We cannot do it without you, so thank you for agreeing to be a reviewer and the time and effort which you put into reviewing for the journal.

THE PROCESS:

When an author submits a paper for consideration for publication in the journal, the editors first read it to see whether it is a topic which fits the philosophy of the the Journal (see Appendix 1).

If the paper looks suitable, we then find two peer reviewers to review it – this is where you come in. When we email you to see if you could review a paper for us, we have considered the topic and your areas of expertise. We keep a database of reviewers' areas of content or methodological expertise, so please let us know if yours changes.

We also consider when reviewers last reviewed a paper for the Journal, so we try to spread the workload between you. You will be contacted to see if you are able to complete a review for us. When you receive a request, we do appreciate a response within a few days to say whether or not you can do the review.

When you receive an email asking you to review a paper, consider the following:

- Does my area of expertise match the topic of the paper?
- Do I have any conflict of interest? For example, are you an author, or know who the author is?
- Do I have time to do this? We do ask for a 4-6 week turnaround time for our reviews.
- An estimated time of 5 hours is required to adequately review a paper and to prepare a report.

If you agree to review a paper for the Journal, you will receive the paper and a Reviewer Feedback Table via email. You will also be given a date by when we would like to receive your review. Consider talking with the editor if you need an extended time to complete your review.

The paper will be formatted with line and paragraph numbers so that you can give feedback about specific sections.

Before you start the review please note the following points:

CONFIDENTIALITY:

- Papers received for review must be kept confidential and not shared with others. Further, content from papers reviewed must not be used by the reviewer in their own research until such time as the paper has been published or is 'in press'.
- The identity of the authors is not supplied to the reviewers. Similarly, the identity of the reviewers is not provided to the authors or Sub-editor.
- Do not put your name or any identifying details in the report. Please put your comments and references to particular line numbers in the report and not in track changes.
- If you suspect plagiarism or that the paper you are reviewing has unlawfully copied all or part of another's work this needs to be brought to the editor's attention. This is a serious issue. Similarly, if the content appears fraudulent this also needs to be communicated to the editor.
- If you have doubts about the ethics of the methods used for the research these concerns should also be shared with the editor.

As you read through the paper, it is helpful to be methodical in the way you give feedback on the paper. Under the headings provided on the Reviewer's Feedback Table, give feedback on the bullet points below. Some sections will not be applicable; others may need a simple yes/no comment. If there is specific feedback about lines or paragraphs note these in the appropriate a section, or list at the end of the Table.

RELEVANCE/ CONTRIBUTION TO KNOWLEDGE:

- Is the paper an informed contribution?
- Does the paper discuss, identify, or examine a significant issue of relevance to the midwifery profession?
- Does the author/s demonstrate a firm grasp of the pertinent issues?
- Are the ideas original in nature?
- Does the work provide fresh insights into the topic?
- Is any conflict of interest made explicit?
- Is the contribution of any funding bodies made explicit/identified/acknowledged? Is the research situated in its context e.g. a particular region, country?

TITLE:

- Does the title reflect the content?

ABSTRACT:

- Is the abstract a well-structured summary of the paper? It should include a succinct outline of the research objective, method, and findings.

INTRODUCTION AND BACKGROUND:

- Is there an appropriate introduction?
- How have the authors introduced the research question?
- What prompted their research and why did they think it was important?
- Have they established the gap in the literature that their research fills?
- Are key concepts well defined?

LITERATURE REVIEW:

- Is there evidence of wide reading in the area?
- Is the literature recent and relevant to the topic?

RESEARCH QUESTION AND OBJECTIVES:

- Are the research question/objectives appropriate and clear?

STUDY DESIGN AND METHOD/S:

- Have the authors clearly stated the study design and methods?
- If a theoretical framework was used was this well explained and appropriate to the research question?
- Have the authors given information about the sample or participants?
- Was the research process culturally appropriate?
- Are the ethical considerations made explicit?

RESULTS AND DATA ANALYSIS:

- Have the authors shown how the data was analysed?
- If statistical analysis was used is this appropriate for the study?
- Do any tables or graphs included show an accurate representation of the data?
- If a qualitative study: Are the themes well described and supported by appropriate text excerpts?
- Are the findings well supported by the data analysis?

DISCUSSION:

- Have the authors recapped on their findings and their significance?
- Have they linked their findings to the introduction and study question?
- Have they considered the strengths and limitations of their project?
- Have they identified any future research possibilities?

CONCLUSION:

- Have the authors arrived at reasonable conclusions, given their results?
- Are any recommendations for practice change based on significant or compelling findings?

REFERENCES:

- Are the references relevant to the topic?
- Is text based on the work of others appropriately attributed?
- Are references current?
- Are references in the required APA format?

STRUCTURE AND PRESENTATION:

- Is the English of a high scholarly standard?
- Is a logical, well-structured argument developed?
- Is the paper clear and succinct?

WRITING THE REPORT:

To write your report use the Reviewer's Feedback Table. Complete the review under the above headings and then state whether you think it is suitable for publication.

- **Accept** manuscript with minor revisions to editor's satisfaction
- **Accept** manuscript after major revisions are made
- **Reject**

The written comments are the most helpful for authors.

When giving specific feedback, state the page, paragraph and line, you are referring to.

WHAT HAPPENS NEXT?

Once both reviews have been received by the editors, one of the editors or sub-editors will combine the feedback and give the feedback to the author/s.

Anonymous copies of the reviews are also sent to both reviewers, potentially providing further knowledge and skills through insights from another reviewer's perspective.

Depending on the paper, there is usually quite a lengthy process as authors make changes in response to the reviews. This may involve several drafts between the editor or sub-editor and the author/s.

Once the editor or sub-editor confirms the paper is accepted in principle, the paper is then ready for the in-house checks prior to publication, including proofreading, layout and final sign off by the author/s.

Once this process is completed, the article is emailed to College members and published online at www.midwife.org.nz. Then in December each year a printed version of the Journal, with all the articles published electronically throughout that calendar year, is distributed to members and subscribers.

APPENDIX 1: PHILOSOPHY OF THE NEW ZEALAND COLLEGE OF MIDWIVES JOURNAL

- Promote women's health issues as they relate to childbearing women and their families
- Promote the view of childbirth as a normal life event for the majority of women, and the midwifery profession's role in effecting this
- Provoke discussion of midwifery issues
- Support the development of New Zealand midwifery scholarships and research
- Support the dissemination of New Zealand and international research into midwifery and maternal and child health