

PEER REVIEW POLICY

1. Initial manuscript evaluation

The publishing division of SUN MeDIA evaluates all manuscripts submitted for publication under the SUN PReSS imprint. It is possible for an exceptional manuscript to be accepted at this stage on the grounds that the author is reputable and/or that the content is groundbreaking. Such a manuscript is, however, not exempt from peer review; it is only provisionally accepted for publication before peer review. Manuscripts are sent to at least three experts for review before a final publishing decision is made.

2. The review process

Reviewers who are regarded as experts in their field are selected to review the manuscript. The author may supply a selection of possible reviewers from his/her field of expertise, but SUN MeDIA reserves the right to make a final choice of reviewers. Two national reviewers (not from the same institution as the author) and one international reviewer are usually selected. The manuscript is sent out blind to the reviewers and the reviewer's comments are sent back blind to the author. Reviewers are requested to evaluate the manuscript in terms of the following guidelines:

1. Does the manuscript disseminate original research that contributes to the national, and where applicable, the global scene in the relevant field?
2. An indication that the target audience is specialists/peers in the relevant field and that it is not a textbook or a popular book intended for the general public.
3. Is the research methodology clear and accurate?
4. Is the structure and systemisation of the manuscript in order?
5. Are the figures and tables necessary and sufficient?
6. Are the quality and quantity of the references acceptable?
7. Any suggested improvements/amendments of the manuscript/specific chapters before publication?
8. Do you suspect any plagiarism in the manuscript?

Based on the feedback of the reviewers, the manuscript will then be accepted, revised or rejected.

3. Revision of the manuscript

The manuscript is referred back to the author with the comments from the reviewers for adaptation and revision. If the revisions are significant, the manuscript may be referred back to the reviewers for verification, comments and approval.

In some cases manuscript development is done when a manuscript has merit but needs to be improved before the peer review process.