

## *Journal of Fair Trade*

**Action ≈ Learning ≈ Theory ≈ Justice**

### **Guidelines for Reviewers**

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The *Journal of Fair Trade* seeks to support new voices and distinctive or authentic theses, particularly from Fair Trade practitioners who may be inexperienced in writing for journal publication. With this in mind, reviewers are asked as part of their review comments to provide the author with the following:

- Advice on terminology, distinctions that may need making and pointers for a glossary if required
- Specific pointers on where sources are required, and what might represent a suitable, credible source
- Information on wider references and thinking that they may need/wish to acknowledge within their article.

Where an article needs to be shortened in order to meet the maximum length (see Guidelines for Contributors), recommendations to the author on what to cut are encouraged.

If there is a flaw in the conceptualisation but the article is otherwise germane, unique and strong, practical and supportive advice to the author on how to improve the piece is urged.

#### **Format**

Your reviewer feedback may be submitted in the form of a Word document or e-mail with text/bullet points/numbered points of feedback on the article in question, or in the form of a marked-up PDF of the article with notes and comments added using the 'Comment' features.

It is helpful (to both the Handling Editor and the author) if reviewer comments submitted in Word or by e-mail are cross-referenced to specific points in the text (e.g. 'Page 3, line 24, meaning is unclear').

If appropriate, please clearly delineate between those review comments intended for the author and those intended for the Handling Editor only.

Please note that all reviewer feedback (whether submitted as text or as PDF comments) will be fully blinded in line with the Journal's single-blind review policy before being passed on to the author.

**Decision**

Upon completion of your review you are invited to make a recommendation on the article as follows:

- Reject (please explain your reasoning in your reviewer feedback)
- Accept without revision
- Revise (please explain the major or minor revision that is required, bearing in mind that you will likely be asked to review the revised article in due course)

**Confidentiality**

Please keep all articles and review comments confidential and do not discuss or share them with anyone else without prior authorisation. This applies before, during and after publication.

**Deadline**

Please aim to submit your review comments in line with the agreed deadline. If for any reason you are unable to meet the agreed deadline, please contact the Journal Manager as soon as possible so that an extension may be arranged.

Journal Manager: [sallyjennings@joft.org.uk](mailto:sallyjennings@joft.org.uk)