

## Instructions for Reviewers

### 1. Acceptance/Rejection Process of the Review

- ✓ When the editor selects you as an expert reviewer, you will receive an email with a predefined text containing the formal invitation along with the article's metadata: title and abstract. It will also include the deadlines for accepting the review and for its delivery, as well as the URL to access the review, where you can view the material, you will work on. Before accepting or rejecting the submission, please consider the following guidelines:
- ✓ **Document Review:** Carefully read the documentation provided by the editor.
- ✓ **Specialization:** Verify that, given the topic, you have experience in the field, systematically understand the study area, and master the corresponding research methods.
- ✓ **Time Availability:** The established deadline for submitting the evaluation report is one month. Assess if you have the necessary time to conduct a detailed review within the timeframe set by the journal.
- ✓ **Conflict of Interest:** Declare any potential conflict of interest that may affect your impartiality. If there is a conflict, reject the review.
- ✓ **Confidentiality Commitment:** Do not share or discuss the article's content with people outside the editorial process. Maintain anonymity throughout the process. Once the review is completed, delete any copies of the article you have downloaded.
- ✓ **Accept or Reject the Review:** If you decide to accept the review, select this option in the system. If you decide not to accept it, please reject it so the editor can assign the review to another reviewer.

## 2. Review Process

Download and read the complete article. Please consider the following guidelines:

- ✓ **Originality and Novelty:** The work must be original scientific research that provides novel and significant conclusions.
- ✓ **Manuscript Structure:** The manuscript should be structured according to the IMRDCyB format (Introduction, Method, Results, Discussion, Conclusions, and Bibliography). The introduction should include the state of the question, objectives, and hypotheses. The method should explain the methodology and techniques used, as well as the design and sample size. The results should be presented in an orderly and clear manner, including tables and figures if necessary. The discussion should provide a clear answer to the questions posed at the beginning of the research. The conclusions should be exclusively derived from the results and be a clear and concise synthesis of them.
- ✓ **Methodology:** The methodology used must be properly justified and suitable for the study.
- ✓ **Bibliography:** The manuscript should include an updated and relevant bibliography, adjusted to the APA 7th edition format, and contain the DOI and web addresses when possible.
- ✓ **Compliance with Editorial Standards:** The manuscript must comply with the editorial standards of Doxa Comunicación: ([Style and Writing Standards | Doxa Comunicación. Interdisciplinary Journal of Communication and Social Sciences Studies](#))
- ✓ **Ethical Evaluation:** If you consider that the manuscript you are reviewing may involve plagiarism or data manipulation, inform the Editorial Board as soon as possible. The origin of figures, tables, data, photographs, etc., must be adequately and completely cited, and the necessary permissions for their reproduction must be provided. Likewise, inform the Editorial Board if you suspect that the manuscript's results or contents are false or fraudulent.
- ✓ **Review Form:** Complete the manuscript [review form](#). The evaluations in the review form, as well as the comments and annotations incorporated in the manuscript or attached file, must be constructive and respectful, without containing any personal data. It is important to remember that the reports will be sent to the authors, so they must be clear and help improve the article's content or reasonably justify the reasons for a possible rejection. Additionally, they should facilitate the Editorial Board's final decision on the suitability and convenience of publishing the manuscript.



ISSN: 1696-019X – e-ISSN 2386-3978 - Depósito Legal: M-5852-2003 - DOI: 10.31921/doxacom

✓ **Proposal Evaluation:** In case of offering a favorable evaluation with corrections or unfavorable, please indicate the deficiencies accurately to help the authors both in improving the proposal and in preparing future manuscripts.

### 3. Review Form

Complete the [review form](#) to conduct the manuscript review. Remember to argue your decision and address the author correctly and cordially. In case you offer a favorable evaluation with corrections or unfavorable, please indicate the deficiencies accurately to help the authors both in improving the proposal and in preparing future manuscripts.

Thank you for your time.

Editorial Team Doxa Comunicación