

## **Completing and Submitting Your Review**

Thank you for agreeing to review a manuscript for The IBFR's journals. Your role in the publication process is important and we appreciate your efforts. This document is intended to provide guidelines for your review.

### **Time Frame for Review**

The journal editors wish to provide timely feedback to authors. Therefore, we request that you complete your review within 45 days. If for any reason you will be unable to complete the review within 60 days, please let us know, so we can assign the paper to another reviewer.

### **Type of Review**

The type of review you provide depends upon the manuscript nature and your own preferences. The goal of the review process is to provide positive assistance to individuals in getting their work published. Thus, we ask that you always focus on the positive, while courteously pointing out any areas that need improvement in the article.

### **Format of the Review**

Please do not mark up the document. We do not have a system to communicate a marked up paper back to the authors. Please make your comments in a separate document saved as a word file. We ask that you name the file: *review number.doc*.

### **Organization of Review**

We ask that you organize your review as follows:

1. A brief discussion of what the authors are trying to do in the paper.
2. Positive comments regarding the paper.
3. Areas that need improvement. Please be specific and clear.
4. An overall accept, revise and resubmit or reject recommendation.

Again, we thank you for agreeing to review an article for the IBFR. Should you have any additional questions, please do not hesitate to contact us at [editor@theIBFR.com](mailto:editor@theIBFR.com).

### **Submitting your Review**

Please use our form located at: [www.theibfr.com/reviews/reviews.htm](http://www.theibfr.com/reviews/reviews.htm) to submit your completed review.