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Reviewer Guidelines

CJAS follows a double blind peer review, and solicits feedback from a minimum of two reviewers. The manuscript you are reviewing is confidential. Please be prepared to dedicate the necessary time to review the manuscript. Reviews should be 1 – 2 pages in length. We ask that you commit to returning your review within 4 weeks of agreeing to the review.

The two major purposes of the editorial review process are:

- To obtain expert evaluations of a manuscript to help the Editor make decisions, and
- To provide constructive feedback to authors.

Please read the manuscript with a view to providing as much help to the authors as you can.

- Be polite, kind, and dispassionate.
- Provide sufficient and specific details in all points you make, whether positive or developmental. Specify what you liked, and be clear on what needs improvement.
- Consider the contribution the paper makes or has the potential to make.
- Be constructive. Where an idea shows potential, make suggestions that will help the author develop the idea further. Where a weakness is identified, provide detailed guidance on what would improve/correct the specified areas.
- Keep an open mind when reviewing manuscripts with theoretical frameworks that differ from your own. Keep in mind that CJAS is a multidisciplinary journal; the articles we receive have diverse theoretical and research backgrounds.
- Consider all sections of the manuscript: Introduction; literature review; theory; method; results; discussion; citations; tables and figures
- CJAS is an international journal and therefore receives submissions from authors whose first language is not English. In these papers the writing quality and the ideas proposed should be distinguished in your evaluation of the article. Please try not to allow the quality of the writing to cloud your judgment of the ideas and research presented.

- Do not include your editorial recommendation in the comments to the author. The editor handling the paper will make a decision based on all reviewer comments and his/her reading of the text.

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In the December issue of each year, CJAS lists the names of all those who have provided a review in the last year. In addition, editors identify those reviewers who have provided exceptional reviews who are then presented with a certificate of recognition at either the annual ASAC or AoM meetings.

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