

GOOD PRACTICE FOR REFEREEING

1. Refereeing plays a vital role in the process of academic, professional and publishing excellence.

It assists the editors in making a decision as to whether the paper is worthy of publication.

It provides for the author constructive guidance for enable them as appropriate to improve their work.

It provides a means to secure high quality in the journal whilst delivering a supportive role to emerging contributors, as well as sustaining the quality of the more experienced.

2. Ensure that your reference is written in a way that:

*provides constructive guidance as appropriate

*is respectful to the author and to different ideas- the purpose of refereeing is not to police the field.

*as a gatekeeper to publication, to be fair; be professional and objective.

Respect that for some authors this may be their first efforts at publication.

3. Ensure that you avoid

*being patronising, condescending or malicious. To do so is without purpose.

*being personal

*being over-particular or petty. Do not seek to find every fault but provide constructive help.

*self-promotion in your judgement or advices.

*being defensive over earlier ideas the paper may challenge. Value the argument on its own merits.

*any expression of favouritism. In your advice, do not promote, or use processes of selection of papers to promote, the work of you or your colleagues, rather identify appropriate resources objectively..

*plagiarise ideas from the paper. Being a referee does not give you privileged access to material. Any use made of refereed work may be used in the normal way, with author's permission.

*Of course, ensure that you do not circulate the paper without permission of the author.

In writing your reference report follow through these advices by making great effort to be encouraging; identify areas of potential rather than seek to find fault.

If a paper is to be rejected, please ensure that the reasons are made clear and explicit, politely, constructively.

Leisure Studies welcomes contributions from authors whose first language is other than English, although all articles must be submitted in English. While the Editors can offer advice on minor grammatical revisions, more extensive revision work cannot be undertaken. It is, therefore, recommended that prior to submitting an article, non-native speakers of English arrange for their article to be proofread by a native English speaker or someone with near-native competence.

Referees and the refereed play a highly valuable role in the improved communication of subjects and disciplines amongst professions, academics and research users.

The Editorial Board