

## Reviewer Instructions

Thank you for agreeing to review a manuscript for *BYZANTINA SYMMEIKTA*. Your input is valuable in assuring high quality in the papers published in our journal. The Editor and Associate Editor rely on your recommendation and appreciate your contribution.

Please take the time to read the following instructions that will ensure an efficient and timely review:

The review time is four weeks upon assignment by the Associate Editor. We kindly request that you respect the deadline.

At *BYZANTINA SYMMEIKTA* we use the double-blind review process. Your name is not revealed to the author(s) of the paper, and likewise we do not reveal your identity to the author(s). We believe that this procedure facilitates independent and fair assessment of all papers. If you believe that you know the identity of the author(s), please let us know. This does not automatically disbar you from the review process. Please refrain from identifying yourself or your institution in the review proper.

Begin your review by providing your overall recommendation and general evaluation of the paper. In formulating your recommendation please make sure to address the following issues:

- Should the manuscript be accepted for publication? If so, please explain where you base your judgment. If the manuscript is to be accepted for publication please make sure to address the following:
  - Can the manuscript be published as is, or with minor changes in copyediting?
  - Can the manuscript be published only with a few revisions? If so, what changes should be brought to the manuscript?
  - Does the manuscript require significant changes in order to be published? If so, what changes should be brought to the manuscript?
- Should the manuscript be rejected? If so, what are the reasons for this judgement?

Use the following guidelines to evaluate the manuscript:

### A) The content of the paper

- What is the contribution of the paper?
- Is the content of the manuscript worthwhile?
- Does the title of the paper reflect its content?
- Is the methodology of the author sound?
- Is the argumentation presented clearly?
- Is the paper properly documented? Is the bibliography used appropriate and sufficient? Is there important works missing from the work? Is there a fair use of footnotes?
- Is the supplementary material provided by the author sufficient and appropriately used? (e.g. photos, tables etc). Is there additional material that should be included in this paper?

**B) The quality of writing**

- It is important that the paper is clearly written and understood even by non-experts.
- Do the paragraphs flow smoothly?
- Is there unnecessary repetitions?
- What kind of improvements do you see as necessary in the manuscript in terms of writing?
- What parts of the manuscript do you really like? Please take the time to note these down for the author to see as a form of encouragement about his/her work.

**C) Finally...**

- Please note that it is important to be specific in making critical comments to the author.
- Confidentiality is important for us. Please make sure that the manuscript is not reproduced or otherwise disseminated during the review period.
- The Editorial Team and the authors appreciate your prompt attention to manuscripts in ensuring a fair and expeditious review process.

Thank you for your time and the expertise you provided to *BYZANTINA SYMMEIKTA!*