

Dear colleague,

the following guideline is meant to help you producing an article review for 'Culture, Practice & Europeanization' (CPE). The role of a reviewer in the editorial process, as we understand it, consists of two aspects. Firstly, as a gatekeeper, you are to decide over the paper being included journaling one of our issues; secondly, as a consultant, you are asked to help the author(s) in developing their paper into a form that meets the journals' expectations for publication. On the most general level, to be included into CPE, an article must meet four expectations:

- 1) It shows a connection to the focal points of the Journal.
- 2) It puts forward a stringent and intelligible argumentation.
- 3) It shows a systematic reference to the relevant research literature of the respective subfield.
- 4) It meets the formal requirements in terms of length and style.

Generally, with CPE, we aim to pursue a policy of what we like to refer to as 'supportive peer reviewing'. We adhere to the general standards of good academic practice and publish high-quality research only. We consider the peer review process as a vital instrument in the development of sound intellectual argument and academic writing. Submitted articles are therefore only to be rejected if reviewers do not feel capable supporting the author(s) to the extent made necessary by the initial quality of the paper.

Your recommendation to the editors can take five different forms:

**Accept:** please opt for this recommendation if you think the publication is excellent and should be published in its submitted form.

**Conditional accept:** please opt for this recommendation if you assess the document as publishable upon condition of adding or omitting aspects that are to be clearly outlined by you. This could refer to, e.g., adding one or two references, correcting errors in wording or phrasing, or minor issues with table or figures.

**Revise and resubmit/Minor revision:** please opt for this recommendation if you think the author can make their text publishable by changing minor issues. CPE considers all changes minor that can be implemented in a reasonable time, and don't require revisiting data or fundamental theoretical work.

**Revise and resubmit/Major revision:** please opt for this recommendation if you think the article has potential to be published, but the author should, e.g., revisit their data or conceptual work. The number of your critical annotations can be decisive whether to recommend a minor or major revision. Please inform the editors whether or not you will serve as a reviewer for a second review stage.

**Reject:** Please opt for this recommendation if you think this contribution is impossible to make suitable for publishing in CPE with reasonable effort and within a reasonable time frame. Please note that the editors will, as a rule, desk reject all submissions they don't believe to be of appropriate quality.

The following description is meant to provide you with a general framework for writing the review.

- Two basic questions may help you in deciding whether or not you would like to assume the role of a reviewer:

1) Am I capable to express a profound estimation of the article?

⇒ In order to give a critical, yet supportive feedback, it will be necessary to have substantial knowledge of the research literature relevant in the field, as well as of the theory and methods applied.

2) Do I feel capable of adhering to the timeframe for the review process set by CPE?

⇒ While a thoughtful review does require time and effort, we aim at fast turnaround times of three months. In times of high publication pressure, especially among pre-tenure scholars, this is necessary in order to ensure a fair and constructive treatment.

⇒ If you have answered both questions with a 'yes', we would like to congratulate you for having qualified as a potential CPE-reviewer!

- Step 1: Read the Article.

⇒ While most scholars would consider the study of literature a core aspect of professional routine, reading an article for the purpose of writing a review slightly differs from this form of 'personal usage'. In order to support the author of a submitted piece one not only has to understand the core arguments put forward in the text, but also carefully retrace its intellectual construction, in terms of both internal coherence and connection to the broader research field.

- Step 2: Develop Suggestions.

⇒ After having read the manuscript, the next step is to develop suggestions on what could be improved (if necessary). Basically, there are two possibilities, how this can be done, both of which we encourage you to apply. Firstly, you can make your comments in the digital document by using the respective function. And secondly, you can include them into your review-text.

- Step 3: Write the Review.

⇒ Many reviewers begin their explications by a brief summary of the reviewed article to signal their essential understanding. To develop such an understanding, it will be necessary to have read the article carefully (see Step 1). Subsequently, you should try to point out your suggestions. To facilitate communication, you should try to explain your suggestions as well-structured as possible. A sober, down-to-earth style and tone is likely to get your message across.

⇒ Please make your review short and clear. A great deal of this can be done by keeping in mind that this is not your own article, but the authors' attempt to make some points on a topic they perceive from a particular angle. Usually, a good review does not comprise more than two pages. In case you cannot fit your suggestions into this framework, you might want to consider choosing a different format, such as a published reply (for more information about the range of helpful suggestions, see appendix 1)

- Finally, we would like to give you two reminders on the code of conduct

1. First of all, we consider it important, to choose a respectful tone for critique.

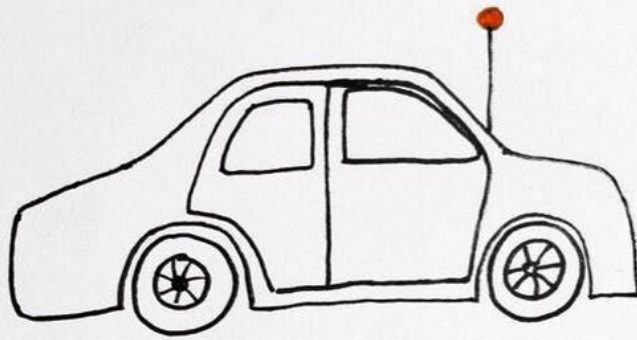
⇒ Estimations, such as, "The manuscript of xxx is not worth the paper on which it is printed!" may – in some undesirable cases – reflect the opinion of the reviewer; However, in order to maintain a constructive relationship, necessary to provide a solid fundament of academic cooperation, we strongly recommend a respectful tone)

2. The manuscripts are to be kept strictly confidential, meaning that they are not to be passed on to students or colleagues for learning purposes. Confidentiality also extends to fellow scholars: should you wish to

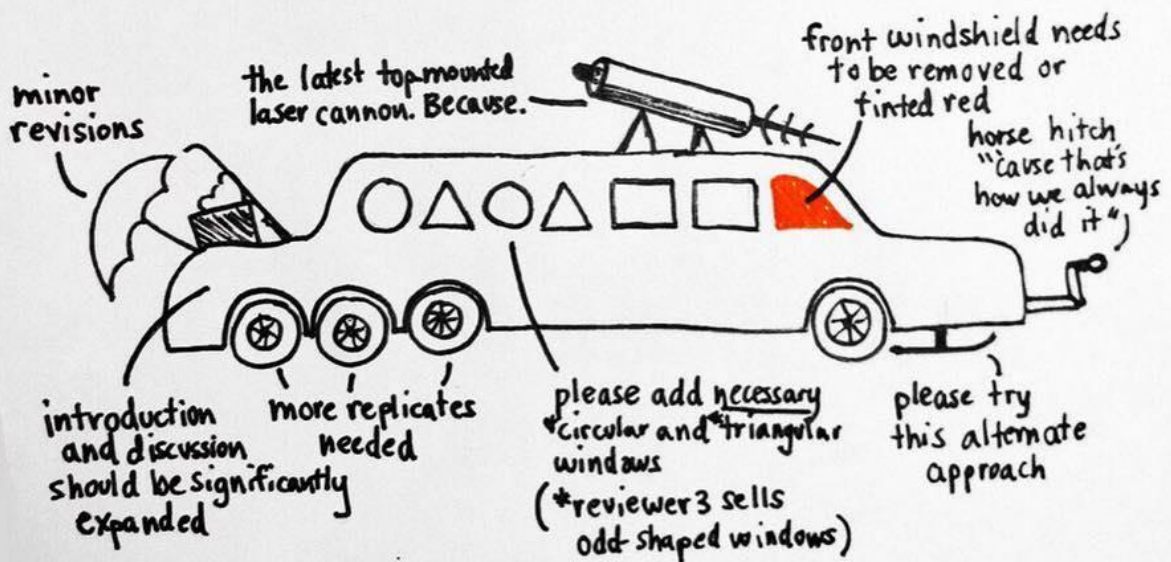
consult a colleague to discuss the respective paper, you are obliged to check back with the editor in advance.

Appendix 1: The imponderabilities of the review process (source: unknown)

Your manuscript as submitted



... and after peer review and revision



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