



## Guide to the Malaysia Music Journal's Manuscript Review Process

Peer review is an essential part of publication in academia. Malaysia Music Journal uses a double-blind peer review:

1. Authors do not know who is reviewing their articles.
2. Reviewers do not know who authored the articles.

### Review Quality

#### 1. Selection of reviewers

- The Malaysian Music Journal appoints its reviewers of the articles based on their expertise in the topics addressed.
- Individuals who do not have such expertise cannot be reviewers.
- Reviewers assess the strengths and weaknesses of written research to improve the research and identify the most appropriate and quality material for the journal.

#### 2. The submitted manuscript should be used with discretion:

- Reviewers must treat it as confidential. It should not be retained or copied.
- Reviewers must not share the manuscript with any colleagues without the explicit permission of the Editor in Chief.

#### 3. Time frame of reviews

- Reviewers should be prompt with their reviews: typically, the time to complete the first review is 3-4 weeks (depending on time frame)
- If a reviewer cannot meet the deadline given, he/she should contact the Editor in Chief as soon as possible to determine whether a longer time period or a new reviewer should be chosen.

#### 4. Expectations of reviewers

- Reviews are expected to be professional, honest, prompt, constructive, practical and courteous.
- Reviewers are asked to make suggestions for and against publication, but because of differing expertise and views of different reviewers, the ultimate decision of accepting or rejecting an article for publication lies with the journal's editorial board.
- While being critical about an article is important, reviewers are encouraged to give constructive feedbacks and suggest ways to improve the article, if inadequate.
- Reviewers are not responsible for language and technical editing. If reviewers find that the written language is inadequate, he/she should suggest for the



authors to resend the article to an editor proficient in the language used for the article (English or Bahasa Melayu).

5. Accountability of reviewers

- The Editor in Chief will assess review quality and other performance characteristics to assure optimal journal performance.
- The assessment also factor in the reappointment to the Malaysian Music Journal Editorial Board and to ongoing review requests.

**Plagiarism**

- Plagiarism is a major violation of publication ethics and will be dealt with swiftly.
- The journal's editors and reviewers are the primary means of detecting plagiarism in manuscripts submitted to Malaysia Music Journal journals. If reviewers suspect misconduct, they should notify the Editor in Chief in confidence, and should not share their concerns with other parties unless officially notified by the journal that they may do so.