



# Journal for Advancing Sport Psychology in Research

Reviewer Handbook

This handbook provides peer reviewers detailed guidance on how to conduct a review and navigate the *Journal for Advancing Sport Psychology in Research (JASPR)* online review process.

# 01

## Welcome to *JASPR*.

*JASPR* is a peer-reviewed academic publication focused on rigorous undergraduate and graduate student-led scholarly work. Submissions include primary and secondary, basic, applied, and developmental research using qualitative, quantitative, and mixed methodologies. Submissions can expand across a range of psychological topics in the domains of sport, exercise, and performance.

### *JASPR* Vision

To expand the field of psychology in the domains of sport, exercise, and performance by providing the student community a unique and inspiring platform to engage and disseminate rigorous scholarship.

### *JASPR* Mission

*JASPR* aims to expand the field of psychology in the domains of sport, exercise, and performance by publishing rigorous scholarship for students, academics, researchers, and applied practitioners. Specifically, *JASPR* provides students and early-career professionals aspiring to develop their scholarship skills with innovative opportunities to participate as authors, reviewers, and editorial board members within a mentored publishing infrastructure.

# 02

## What is peer review?

Peer review is the primary means of quality control used by scholarly journals to ensure the research articles that are published are original, valid, and reliable.

Consistent with *JASPR*'s vision and mission, and with a goal to maintain integrity of the peer-review process, *JASPR* uses an external, double-blind peer review process. This means that the handling editor(s) do not review the manuscript, and instead invite student and professional reviewers for each manuscript. In the peer review process, both the identity and affiliations for authors and reviewers are anonymized. Decisions on manuscripts are made based on submitted reviewer reports.

### Am I qualified to review for *JASPR*?

Most academics have never received formal peer review training. Instead, many have “been thrown into the deep end” from the onset and have learned how to review only by modeling and doing.

Given the instrumental role of reviewers in the editorial process, *JASPR* seeks to ensure all reviewers – students and professionals – feel competent in their skills to provide a high-quality, thorough review.

Prior to reviewing a manuscript for *JASPR*, all student reviewers are therefore required to complete the [Certified Peer Reviewer Course](#). This course is online, free, and self-paced. It was created by Elsevier Research Academy and should take approximately 4 hours to complete.

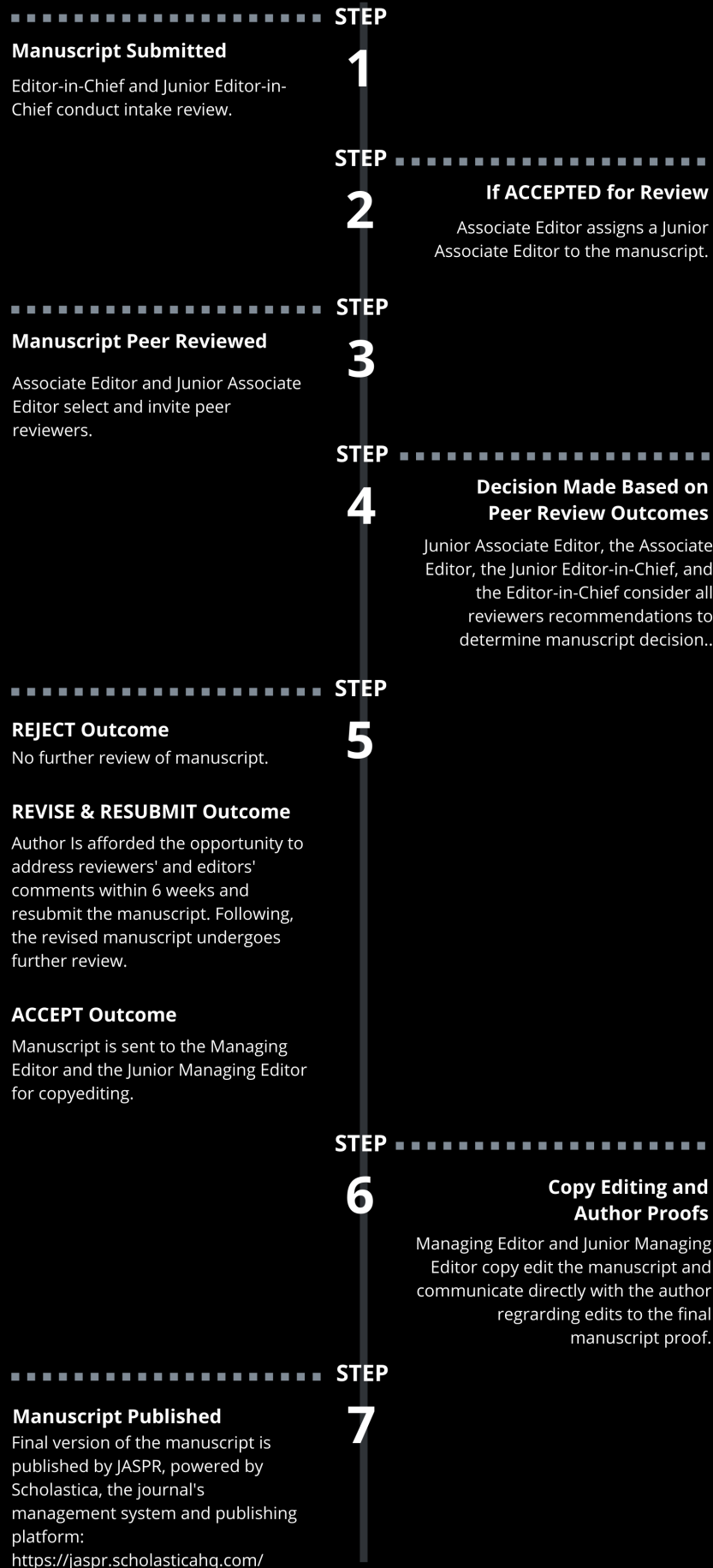
# 03

## What is the peer review process @ JASPR?

To view a detailed diagram of  
JASPR's publication process

**CLICK HERE**

## Peer Review Process @JASPR



# 04

## What are important pre-review guidelines and processes to consider?

### **Does the manuscript content match my competencies?**

If you receive a manuscript that covers a topic and/or methodology that does not sufficiently match your area(s) of competency, please notify the Associate Editor/Junior Associate Editor as soon as possible. When doing so, recommendations of alternative reviewers are welcomed to help expedite finding an appropriate content expert to review the manuscript.

Reviewers should only accept an invitation to review a manuscript if they are confident they can thoroughly evaluate and return the manuscript in a timely manner. *JASPR* requests completed reviews be returned within 30 days of acceptance. If an invited reviewer anticipates they will not be able to meet the deadline, they should inform the Associate Editor/Junior Associate Editor so that alternative arrangements can be made.

### **Do I have the time to review the manuscript?**

### **Do I have any potential conflicts of interest(s)?**

If an invited reviewer determines there may be a potential conflict of interest between the manuscript's authors and reviewer, the Associate Editor/Junior Associate Editor must be contacted immediately. If the invited reviewer is unsure whether something constitutes a conflict of interest, the invited reviewer should seek advice from the Associate Editor/Junior Associate Editor. In such cases where a conflict of interest exists, an alternative reviewer will be assigned and the original invited reviewer should immediately delete/destroy all copies of the manuscript.

# 05

**After considering the pre-review guidelines and processes, what are the options?**



## **REJECT the invitation**

Please provide the Associate Editor/Junior Associate Editor a reason for your decision. It would also be helpful if you could provide suggestions for alternative reviewers (professionals and/or students) with the appropriate content and/or methodological knowledge to review the manuscript.



## **ACCEPT the invitation**

Please respond to the invitation as soon as you are able – a delay in your decision slows down the review process and means a longer time in which the manuscript is in review. You should also familiarize yourself with *JASPR*'s submission guidelines and the reviewer handbook.

# 06

## Upon accepting the invitation to review, what comes next?



Become familiar with JASPR's vision, mission, scope, and submission guidelines.



Read and critically evaluate the manuscript for its scholarly and scientific merits.



Complete all sections of the reviewer form through JASPR's Scholastica Peer-Review System.





# 07

## What is required of the Reviewer Form?



### Overview questions

- Overall rating for the manuscript  
★ ★ ★ ★ ★
- Recommended publication outcome
- Confidential comments to the editor(s)

- Evaluation of the scientific and scholarly merits of the manuscript
- Adherence to APA guidelines
- Adherence to APA Journal Article Reporting Standards



### Rating scale questions



### Open response questions

- Succinct overview of the manuscript
- Major comments
- Minor comments

# 08

## How do I complete the Reviewer Form?

After reading and critically evaluating the manuscript, begin with the **rating scale questions**. These questions will help you evaluate the manuscript in terms of its:

- Fit with the journal's vision, mission, and scope
- Contribution to psychology of sport, exercise and performance literature
- Scientific and scholarly merits
- Adherence to the APA guidelines and Journal Article Reporting Standards



Strongly agree



Agree



Neutral



Disagree



Strongly disagree

## What is required of the open response questions?

### Succinct manuscript overview

- Inform the editor(s) and author(s) that you have read and understood the research.
- Begin with a paragraph summarizing your overall evaluation of the manuscript.
- Include a summary of key strengths and weaknesses of the manuscript.

### Major comments

- Provide the editor(s) and the author(s) with details of the most concerning issues pertaining the manuscript.
- Start with the most concerning issues and work your way down, or
- Provide major comments for each section of the manuscript in the order they appear.

### Minor comments

- Provide the editor(s) and the author(s) with details of the concerns that make a lesser impact on the research.
- Examples: confusing sentences, citation & reference errors, figure & table errors, and factual, grammatical, or numerical errors.

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## What are important DO's and DON'Ts in peer review?



### When writing a review, DO:

- Follow the Golden Rule of peer review: *"Do a review unto others as you would like to have a review done unto you."*
- Write the review as communication between the reviewer and the editor(s). Any reference to author(s) should be minimal, and framed in third person (i.e., the author(s))
- Be professional, respectful, and objective
- Provide the author(s) substantial constructive feedback on how to improve the writing and presentation of the manuscript
- Provide the author(s) positive feedback highlighting the strengths of the manuscript
- The feedback should also provide author(s) useful information on how they can improve the presentation of the manuscript, thereby strengthening its contribution to science, regardless of whether it is published by *JASPR* or another journal.



### When writing a review, DO NOT:

- Rewrite, proofread, or edit the manuscript
- Use generalized and vague statements
- Be judgemental and provide destructive comments
- Evaluate the authors (stick to evaluating the manuscript)

Remember, it is the role and responsibility of the invited peer reviewer to provide a substantive quality review so that the Editor-in-Chief/Junior Editor-in-Chief, Associate Editor/Junior Associate Editors, and author(s) understand the reason for the reviewer's publication recommendation.

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## What are the confidential overall rating options?

### Excellent.



Manuscripts classified as excellent demonstrate outstanding scientific rigor and are usually ready to be accepted for publication with minor or no changes. It is rare for a manuscript to reach this standard after first submission.

### Above Average.



Manuscripts classified as above average show potential for publication, but before a decision can be made, they will need to undergo further minor or moderate revisions, resubmission, and review(s). Many manuscripts can reach this standard after either first or second submission.

### Average.



Manuscripts classified as average show some potential for publication, however, before a decision can be made, they will need to undergo extensive further revisions, resubmission(s), and review(s). Manuscripts can also be classified as average, if they demonstrate good science, but the contribution to the knowledge lacks novelty. Average manuscripts can also be rejected due to lack of apparent fit within the scope of the journal, lack of publication space, or journal content priority.

### Below Average.



Manuscripts classified as below average are likely to be rejected, particularly if the concerns raised are related to methodological flaws. Below average manuscripts are likely to require major revisions, and often this means substantial re-write and/or re-analysis of the data.

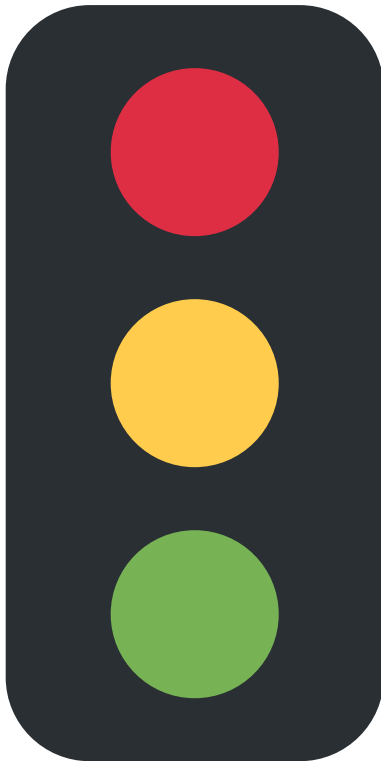
### Unacceptable.



Manuscripts classified as unacceptable show little to no potential for publication. Manuscripts in this category are inappropriate for the scope of the journal, have irreparable methodological flaws, and/or fail to adhere to submission guidelines.

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## At the end of the review, what are the confidential publication recommendations available?



**Reject.** The paper is not suitable for *JASPR* publication, or manuscript concerns are too fundamental for the submission to continue being considered.

**Revise & Resubmit.** The paper may be suitable for publication after appropriately addressing the major and minor comments.

**Accept.** The paper is suitable for publication in its current form.

### When considering the publication recommendation, ask and answer the following questions:

- Is the content of the manuscript appropriate for *JASPR*?
- Does the manuscript significantly contribute to the scientific and scholarly literature in the field of psychology in the domains of sport, exercise, and performance?
- Are the weaknesses of the manuscript able to be resolved through the revision process?

# 13

**What are confidential comments to the editor that are helpful to the review process?**

**Comments can vary, but are generally related to:**

- General impressions of the manuscript
- Overall importance, significance, and novelty of the research presented
- Use of language and grammar
- Any concerns you have over the research or the manuscript.



The overall rating of the manuscript provided, publication recommendation, and any comments made to the editor are confidential.

**Please do not allude to, or communicate, within the peer review form, the publication recommendation directly or indirectly to the author(s) of the manuscript.**

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## What are additional considerations?

It is the role and responsibility of the invited peer reviewer to provide a substantive quality review so the Editor-in-Chief/Junior Editor-in-Chief, Associate Editor/Junior Associate Editors, and author(s) understand the reason for the reviewer's publication recommendation.

The feedback should also provide author(s) useful information on how they can improve the presentation of the manuscript, thereby strengthening its contribution to science, regardless of whether it is published by *JASPR* or another journal.

## How is the review submitted?

Submit the review electronically by completing all questions of the online [reviewer form](#) in Scholastica.

Please make sure the review is completed by the due date in order to facilitate a timely review.

A rectangular button with rounded corners, a light gray background, and a subtle drop shadow. The text "Submit review" is centered in a white, sans-serif font.

Submit review



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## What happens after the review is submitted?

### Post-review guidelines and processes:

- The Associate Editor and Junior Associate Editor will collate all reviews of the manuscript to make a publication recommendation to the Editor-in-Chief and Junior Editor-in-Chief.
- The Editor-in-Chief and the Junior Editor-in-Chief will then make a decision on the manuscript outcome. Possible outcomes are: Accept, Revise and Resubmit, or Reject.
- The Editor-in-Chief or the Junior Editor-in-Chief will notify the corresponding author of the publication decision, along with the completed reviews.

Please note that after finalizing and submitting the review, **the manuscript and any linked files or data must be treated as confidential documents.**

This means the documents, and any information about the review cannot be shared with anyone.

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## What happens next?

The answer depends on the publication decision outcome for the manuscript.

**If the decision is **Reject**.**

Peer-review services are no longer needed.

**If the decision is **Revise and Resubmit**.**

Author(s) are afforded an opportunity to address reviewers' and editors' comments within 6 weeks. Following resubmission, the revised manuscript will be returned to the original reviewers for subsequent review(s). You will be invited to conduct further review of the manuscript and requested changes. This process takes the same format as the original review conducted. Please note a resubmitted manuscript will not be sent back to reviewers if the quality of the revisions can be adequately evaluated by the Associate Editor/Junior Associate Editors, without additional reviewer input.

**If the decision is **Accept**.**

Peer-review services are no longer needed.



We hope reviewers have found this handbook helpful in learning about peer review and navigating the process.

Thank you for your service to *JASPR* and to upholding the integrity of peer reviewed research in the field of psychology across sport, exercise, and performance.