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REVIEW CRITERIA

Principal criteria

- *Scientific Significance* (Does the manuscript represent a substantial contribution to scientific progress within the scope of career education and career management (substantial new concepts, ideas, methods, or data)?
- *Scientific Quality* (Are the scientific approach and applied methods valid? Are the results discussed in an appropriate and balanced way (consideration of related work, including appropriate references)?
- *Presentation Quality* (Are the scientific results and conclusions presented in a clear, concise, and well-structured way (number and quality of figures/tables, appropriate use of English language)?

Pre-review criteria

- Cover letter with all the necessary data
- Declaration and copyright terms
- Compliance of the article with formal requirements/guidelines
- Article/manuscript corresponds to the topic and scope of the journal
- Article/manuscript organization is appropriate
- Originality report (There are no instances of plagiarism)

P.S. Passing this pre-review does not predict or guarantee a successful peer review or subsequent publication.

Review criteria (questions) (Evaluation levels: Excellent, Good, Moderate, Poor)

- Is the article/manuscript original, and does it contribute something new to the field? (Importance of the article / Relevance and Appeal to national / international scholarly community)
- Do the title and abstract together give an adequate summary of the article / paper?
- Statement of problem (s) / aim (s) / objective (s)
- Theoretical basis / Theoretical framework / Literature review / Clarification of concepts
- Appropriateness of the research plan and design (if applicable) / Appropriateness of data-collection and procedure / Data analysis / Trustworthiness/ reliability and validity
- Steps taken to ensure that the research complies with standard ethical guidelines (if applicable)
- Data presentation / Discussion (Are the results clearly and correctly presented? Are they consistent with the methodology?)

- To what extent is the line of argumentation in the article/manuscript clear, cohesive and logical?
- Does the paper/manuscript satisfy accepted criteria for academic writing in terms of coherence, grammar, layout and organisation?
- Do the references adhere to APA6th ed.?
- Conclusions /Implications and/or recommendations are relevant and useful.
- Is the language fluent and precise?
- Is article/manuscript significantly international in nature to be of value to global audience? /underline/
- (Of Local Interest Only) (Of Regional Interest) (Of International Interest)
- Overall assessment of content
- Does the paper/manuscript address relevant scientific questions within the scope of BJCEM?

Post-review criteria

- Is there a rebuttal letter presented?
- Did the author(s) fully solve the problem (s) that was stated by the reviewer (s)?
- Did the reviewer(s) provide a constructive reply to the author(s) and a clear, consistent, and useful recommendation to the editor?
- Is it appropriate to conduct a second round of review/evaluation?

Final Notes

- The final decision belongs to the editor
- The optimal peer review duration is 4-6 weeks
- The reviewer's recommendation may not be followed
- Reviewers are invited to review a manuscript on the basis of their expertise and prior work
- The reviewer(s) should not retain, copy, or in any way disseminate manuscript(s) under review.

Updated on 31 January 2018