

Reviewer Recognition Policy

Contents

1. Purpose	1
2. Principles	1
3. Scope	2
4. Forms of Reviewer Recognition	2
5. Reviewer Responsibilities	3
6. Confidentiality and Anonymity	3
7. Reviewer Support and Development	4
8. Withdrawal or Denial of Recognition.....	4
10. Annual Review and Update	4

1. Purpose

The Reviewer Recognition Policy aims to formally acknowledge and appreciate the invaluable contribution of peer reviewers to the journal’s editorial and publication process. Peer reviewers play a critical role in maintaining the quality, integrity, and credibility of academic research. Their expertise and constructive feedback ensure that only high-quality, ethical, and impactful research is published.

This policy establishes how the journal recognizes, rewards, and supports reviewers for their time, effort, and commitment to scholarly excellence.

2. Principles

The journal’s approach to reviewer recognition is guided by the following principles:

1. **Fair Acknowledgment:** Reviewers deserve recognition for their scholarly contributions while respecting confidentiality.
2. **Transparency:** The process of reviewer acknowledgment is clear, consistent, and based on objective criteria.
3. **Integrity:** Recognition practices must not compromise the impartiality and confidentiality of the peer review process.
4. **Professional Development:** The journal supports the academic and career advancement of reviewers through certification and visibility (where appropriate).
5. **Diversity and Inclusion:** Reviewers from all regions, disciplines, and backgrounds are valued equally and without discrimination.

3. Scope

This policy applies to all individuals who provide services as external peer reviewers for manuscripts submitted to the journal. It covers double-blind peer review processes.

4. Payment to external peer reviewers

Each external peer reviewer will be paid a honorarium according to his/her experience, public profile, citations and Indices' score. The amount of honorarium depends on the agreement between the external peer reviewer and the Editor-in-Chief of the Journal at Spinghar University. To become, external peer reviewer, potentially interested experienced researchers may submit expression of interest via journals@spingharuniversity.edu.af.

5. Forms of Reviewer Recognition

The journal recognizes reviewers through multiple formal and informal mechanisms, as outlined below:

5.1. Certificate of Appreciation

All reviewers who complete at least one review in a calendar year are eligible to receive a Certificate of Reviewer Recognition.

- Certificates include the reviewer's name, contribution year, and the journal's official logo and signature of the Editor-in-Chief.
- Certificates are issued electronically and can be downloaded through the journal's reviewer portal or by request.
- Reviewers may include this certificate in their professional portfolios or institutional evaluations.

5.2. Annual Acknowledgment

At the end of each publication year, the journal publishes a list of active reviewers on its website (with their consent).

- Only reviewers who agree to have their names disclosed will be included.
- The list will appear in a dedicated "Reviewer Acknowledgment" section or in the final issue of the year.
- This public acknowledgment highlights their contribution to the academic community.

5.3. Outstanding Reviewer Award

To further motivate excellence, the journal may present an "Outstanding Reviewer Award" each year to recognize reviewers who:

- Provide consistently high-quality and constructive feedback.
- Complete reviews within deadlines.
- Review multiple manuscripts during the year.
- Demonstrate professionalism and ethical conduct.

Awardees will receive a formal certificate, public acknowledgment, and may be featured in a short profile on the journal's website/institution's social media platforms.

5.4. Reviewer Credit through ORCID

The journal supports integration with ORCID Reviewer Recognition Services to allow reviewers to:

- Record their verified peer review activities.
- Receive formal recognition without compromising manuscript confidentiality.
- Showcase their reviewing contributions as part of their academic profiles.

Participation in this platform is voluntary and requires the reviewer's consent.

5.5. Editorial Board Opportunities

Reviewers who demonstrate consistent excellence in reviewing and deep subject-matter expertise may be invited to join the Editorial Board or serve as guest editors for special issues. This serves as both recognition and a professional advancement opportunity.

6. Reviewer Responsibilities

Recognition is granted to reviewers who fulfill the following responsibilities with professionalism:

- Providing objective, evidence-based, and constructive feedback.
- Completing reviews within the requested timeframe.
- Maintaining confidentiality of manuscript content and peer review materials.
- Disclosing any conflicts of interest prior to reviewing.
- Upholding ethical standards as per COPE and the journal's review guidelines.

Reviewers who repeatedly fail to meet these standards may not be eligible for recognition.

7. Confidentiality and Anonymity

The journal strictly protects the confidentiality of reviewers' identities and comments in accordance with the adopted review model:

- In double-blind review, reviewers' names are never disclosed to authors.
- Public acknowledgment (e.g., in annual reports or website listings) will occur only with explicit consent.

- Review content, recommendations, and correspondence will remain confidential and will not be shared externally.

8. Reviewer Support and Development

The journal encourages continuous learning and skill development among its reviewers through:

- Access to reviewer guidelines, training materials, and COPE resources.
- Optional webinars or workshops on effective peer review practices.
- Feedback from editors on review quality to support reviewer growth.

By fostering reviewer education, the journal enhances both the quality of its peer review process and the reviewers' professional standing.

9. Withdrawal or Denial of Recognition

The journal reserves the right to withdraw or deny recognition in the following circumstances:

- Evidence of bias, plagiarism, or unethical behavior in the review process.
- Sharing confidential manuscript details with unauthorized persons.
- Providing incomplete or unprofessional reviews.
- Misuse of reviewer recognition for personal or institutional advantage without consent.

Such cases will be reviewed by the Managing Editor, if necessary, Editor-in-Chief.

10. Annual Review and Update

This policy is reviewed and updated by the Editorial Board to ensure it remains aligned with evolving ethical standards and recognition practices.

Revisions will be communicated to all reviewers and published on the journal's website.