



Electronic Markets – The International Journal on Networked Business

Guidelines for Reviewers

Dear reviewers,

This document summarizes the main tasks of your role as reviewer. We hope that you find them helpful and we highly value your contribution to securing the quality of articles in Electronic Markets (EM).

In case additional questions arise or you see enhancements to these guidelines please let us know via editors@electronicmarkets.org.

Best regards, your EM-team

Workflow Overview

All submissions for consideration to publish in EM will be handled by the Editorial Manager (instructions for this system are available in a separate document). Once a manuscript is assigned to you, an initial screening by an Editor-in-Chief (EiC) or a Senior Editor (SE) regarding a desk reject and a formal check by the Executive Editor (EE) have already taken place. The process follows these main steps:

- A manuscript is assigned to an Associate Editor (AE) or Guest Editor (GE) by the EE
- The AE/GE invites reviewers and monitors the review process to avoid delay
- As soon as all reviews are completed, the AE/GE enters a meta review
- The AE/GE submits his decision and the manuscript returns to the EE
- The EE assigns the manuscript to a SE for the final decision.

As a reviewer, your workflow includes in the following activities:

- All papers that passed the desk reject phase will undergo a plagiarism check by the editorial office.
- As soon as a manuscript is assigned to you, you will receive an e-mail with information on the assigned manuscript, your login credentials and a link to the Editorial Manager.
- If you feel the paper does not suit with your field of study or you are too busy at that moment, you have the option to decline the assignment. We highly appreciate if you recommend a colleague that the AE/GE may contact for reviewing the manuscript.
- To ensure transparency, EM follows a double-blind peer review process, which means that the name of the author(s) will remain anonymous as will your name for the author. Thus, you should not mention your name in communications to the author(s).
- If you do not accept the assignment within 10 days, the system will send you three reminders. After them, if your acceptance is still missing, you will be automatically un-invited.
- Unless changed by the AE/GE, you have 30 days to complete your review and submit your decision. In case of delay, you will receive three reminders. After them, you will be automatically un-assigned. If you need more days to do your review, please contact the AE/GE or the EE. Normally, they will adjust the deadline in the system.
- If you encounter any “technical” problem (e.g. readability of the paper due to the layout) that preclude a good review, please contact the AE/GE or the EE, and they will ask the author(s) for the changes.



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- Please make sure that your review is detailed and constructive to allow the author(s) to improve and to develop the paper. You should value originality, novelty and relevance together with methodology.
- You have the following five options for your decision:

Decision	Interpretation
<i>Reject</i>	The paper does not fit to EM in terms of content and/ or quality.
<i>Revise and resubmit</i>	You see merit in the paper, yet the paper needs to be substantially revised and rewritten. The revised version will be treated as a new submission. EM aims to send the revised and resubmitted manuscript to the same AE/GE and the same reviewers.
<i>Major revisions</i>	While you have identified significant concerns, you still see enough promise to suggest that the paper should be conditionally accepted.
<i>Minor revisions</i>	This conditional acceptance implies that the authors need to take care of several modifications. In general, you regard the paper as publishable.
<i>Accept without revisions</i>	This is the final verdict of unconditional acceptance, usually at the end of one or more rounds of revisions.

- To safeguard the journal's quality, we are following a dual-control principle. SEs make a final decision regarding paper acceptance after the AE/GE's decision is entered.
- Revised papers will be resubmitted and assigned back to the same AE/GE and reviewers by the editorial office.
- The editorial office will notify authors, reviewers and the AE/GE regarding the final decision.

Outstanding reviewers

Electronic Markets honors colleagues, who have repeatedly and profoundly contributed as reviewers to the quality of the journal. In recognition of their services Electronic Markets annually awards Outstanding Reviewers.



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