Refereeing and journal publication process (1)

Editor process
- Editor receives paper from author (online manuscript submission)
- Checks if suitable for journal (e.g., subject matter relevance + novelty)
- Checks if suitable to send out to review (e.g., sufficiently well written, conforms with length)
  - May reject outright or require author to rework manuscript
- If OK, ensures author identity is removed from manuscript and sends to 2-3 peer reviewers with review guidelines
- Peer reviewers send in reports and/or annotated manuscript (e.g., Track Changes) with recommendation (i.e., accept/modify/reject)
- Editor checks peer review reports for appropriateness (may need to send manuscript to additional reviewers to get better feedback)
- Editor makes decision and sends reviewer feedback to author along with any comments/instructions of their own
- Papers subject to major change may undergo 2nd (or 3rd) review process

Refereering and journal publication process (2)

Peer-reviewers
- They are volunteers (and busy people like you)
  - Getting timely reviews back is challenging for editor
- Chosen as appropriate experts in the field – but independent of the author; e.g.
  - international expert in field (e.g. SEA) as professional or academic
  - From country where paper set so understand context even if not expert in field (e.g. 5th Africa case studies)
  - Special interest in type of publication (e.g. IAPA Prof Practice)
- Asked to be constructive and helpful
- Provided with feedback criteria by journal editor to refer to (some journals require reviewers to score criteria)

Refereeing and journal publication process (3)

Author process
- Author is expected to engage with reviewer feedback
  - Rework or modify paper accordingly
  - Provide brief written account to editor of how feedback was addressed
  - OK to disagree with reviewer feedback, but need to explain why
  - Unwise to ever ignore reviewer feedback

The worst thing an author can do is to ignore a reviewer’s criticism and send it back without an explanation

Powell K 2010 Publish Like a Pro, Nature 467: 873-875

Instructions for Authors

- [http://www.tandfonline.com/toc/tiap20/current](http://www.tandfonline.com/toc/tiap20/current)

Instructions for Authors

**Manuscript Submission**

IAPA is an international refereed journal. We welcome papers on all forms of impact assessment (environmental, social, health, sustainability etc.) of projects, programmes, plans and policies.

Papers and Professional Practice Reports for consideration should be sent to the Editors by email:

Dr Angus Morrison-Saunders a.morrison-saunders@murdoch.edu.au (Environmental Science, Murdoch University, Australia)

Dr Francois Retief, Francois.Retief@nwu.ac.za (School of Environmental Sciences and Development, North West University, Potchefstroom, South Africa).

Authors should submit manuscripts as email attachments using a standard word processing program.
Instructions for Authors

Full papers should normally not exceed 7500 words. Papers that engage extensively with the published literature may be acceptable up to a total of 8000 words. Short original papers describing conceptual, methodological, or empirical innovations are also encouraged. Professional practice papers (not exceeding 4000 words) should describe innovations in practice that are likely to be generally applicable.

Notes for Reviewers

In making a report the referee is requested to pay particular attention to the following points:

a) Are there any obvious limits in the empirical basis, or theoretical reasoning?

b) Are there any demonstrable errors in mathematics, calculations, etc.?

c) Are all tables or figures appropriate, comprehensible and accurate?

d) Is the order of presentation logical (allowing for individual preferences)?

e) Are there any parts which should be expanded or condensed, if so which?

f) Are there any additional references that should be considered, if so which?

Notes for Reviewers

Please recommend one of the following:

1. Accept in present form;
2. Accept subject to amendments (please list in your report);
3. Encourage the author to revise the paper and resubmit (please list required revisions in your report);
4. Paper unsuitable for IAIA, but of publishable quality (please suggest an appropriate journal, if possible);
5. Reject

If you wish, please make additional comments to the editors in confidence.
Tips for authors – content

- be about or related to impact assessment in some way
  - e.g. if focus is EMS or climate change, some connection to IA is needed
- engage with relevant literature
  - build on previous knowledge
- have a robust method (explained well)
- give clear messages to a clearly identified international audience
  - consultants, regulators, academics...?

Tips for authors – style

- write in first person?
- tell a story with a simple/clear message
- be honest and humble
  - say what you learnt, but avoid major claims or global generalisations
- get straight to the point and stay focused always on the story/messages
- use terminology consistently
  - do not invent new terms or acronyms!