

# ***CHIRAYU UNIVERSITY INTERNATIONAL JOURNAL OF RESEARCH (CUIJR)***

## **REVIEWER GUIDELINES**

### **Role and Responsibility of Peer Reviewers**

A peer reviewer's primary responsibility is to thoroughly read and critically evaluate the manuscript within their area of expertise. Reviewers should provide respectful, constructive, and honest comments that help authors strengthen their work. Feedback may include identifying the manuscript's strengths and limitations, suggesting ways to enhance clarity and quality, and assessing its relevance, originality, and contribution to the field.

### **Key Points to Consider During Review**

While reviewing a manuscript, please ensure the following criteria are met:

1. The article should not exceed **4,000 words**.
2. The number of figures should be **ten or fewer**.
3. All tables, figures, and diagrams must include clear **captions**.
4. The reference list should contain **no more than 50 sources**.
5. The manuscript should be organized with appropriate **sub-headings** for each major section.

### **Your Recommendation**

When submitting your recommendation, please keep in mind the decision categories typically used by the editorial team:

- **Reject** – Provide a clear explanation for your decision.
- **Accept without revision** – Suitable for manuscripts that meet all standards.
- **Revise (major or minor)** – Specify the required revisions and indicate whether you are willing to review the revised version. If recommending revisions, ensure the author receives a clear and well-reasoned justification for each suggested change.

### **Final Notes**

- All manuscripts and related materials are **strictly confidential**; please do not share or discuss them with anyone outside the review process.
- If you feel the need to consult a colleague regarding any part of the manuscript, kindly request permission from the **editor** before doing so.
- Reviewers should **not contact the author directly** under any circumstances.