

Building Journal Excellence through Quality Reviews: How to Review a Manuscript

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Abstract: Journal excellence rests on at least three essential factors: 1) the journal's editorial team; 2) the strength of the research community; and 3) the peer review process. In particular, a critical review process that assesses the strengths and weaknesses of submitted manuscripts is a necessity if a journal is to publish high quality articles that are read, cited, and have an impact on both research and practice. This workshop is designed to provide attendees with insights into how to conduct useful and rigorous manuscript reviews.

1 Introduction

Journal excellence rests on at least three essential factors: 1) the journal's editorial team; 2) the strength of the research community; and 3) the peer review process. In particular, a critical review process that assesses the strengths and weaknesses of submitted manuscripts is a necessity if a journal is to publish high quality articles that are read, cited, and have an impact on both research and practice.

Though the e-government research community continues to grow, the review process is increasingly challenged. With growth comes substantial increases in manuscripts to review, leading to more reviewer declines and thus extending the overall review period. Additionally, often due to time constraints, reviews are general, offer fewer critical assessments of manuscripts, and do not provide editors or authors with useful guidance regarding a manuscript's rigor, interest, or potential impact on the field. Moreover, the emergence of a global scholarly community requires knowledge of how to conduct peer reviews of manuscripts.

With its focus on the intersection of policy, technology, and government, *Government Information Quarterly (GIQ)* has benefitted from a strong e-government research community. With an impact factor of 1.910, *GIQ* has emerged as a top-ranked journal within the field. But sustaining excellence requires a strong peer review process. This

workshop is designed to provide attendees with insights into how to conduct useful and rigorous manuscript reviews.

The workshop will be conducted by John Carlo Bertot, Editor; Marijn Janssen, Associate Editor; and Jochen Scholl, Associate Editor of *GIQ*. The below outlines the specific aspects of the workshop.

2 The Peer Review Process

We will cover this and other important points. It will provide a solid introduction for researchers, containing background information and the important steps on the process.

3 The Reviewer's Role

This section will focus on the key areas for a reviewer. From the general impression of the work and inclusion of an abstract, to its results and conclusion, this presentation informs you on what it takes to be a good reviewer.

4 The Reviewing Process

As a reviewer, it is important to use a systematic approach when reviewing an article. Discover why this is the case, and how the quality and presentation of a piece of work can play its part in the whole reviewing process.

5 The Review

This section offers specific guidance on specific components to a review, and how to develop insightful and useful reviews that inform editors and authors.