

IZA World of Labor: Reviewer guidelines

Thank you for the effort and expertise that you are contributing. Without your help it would be impossible to ensure the high standard of this publication.

IZA World of Labor aims to inform society and guide decision-makers around the world by making relevant expertise accessible and available for use by a large audience worldwide. Findings in each contribution will be presented in a compact and readable format as a distillation of the existing evidence-based research. The aim of each article is the presentation of existing research in a unique and highly topical style rather than the generation of new findings.

To achieve these aims, we have developed a very specific concept so please read the IZA World of Labor [Author Guidelines](#) provided on our website.

Purpose of review

Peer review is a critical element of scholarly publication. As you read through the material please consider the following:

- **Target audience:** Keep in mind that the target audience for the IZA World of Labor website is society and global decision-makers.
- **Global audience:** Pay particular attention to ensuring that material is relevant for a global audience. If research is focused on a specific region (e.g. Europe) this should be made explicitly clear in the 'limitations and gaps' section and an explanation should be offered.
- **Language:** Review whether language and terminology are at an appropriate level for a non-expert, and note that the material you will be reviewing has not yet been edited. You do not need to comment on issues of spelling, grammar, level of English, or formatting.
- **References and further reading:** Consider the choice of references and further reading. Has the author used the most recent and relevant publications? Has he or she missed any key references? Has he or she included any unnecessary references or references that do not meet research quality standards?
- **Objectivity:** Pay close attention to the tone of the article. Is it objective? Does it contain any bias? Are all points backed up by suitable evidence? Has the author misquoted or misrepresented a piece of research to back up his or her point?
- **Acceptance/rejection:** Bear in mind that this is not an unsolicited submission to a journal and that we have invited authors to contribute to the project. Therefore, wherever possible, we wish to accept not reject the paper, and would value suggestions for improvements.

Your review should be focused on the content and structure of the article as well as the appropriateness of research quoted and the references cited.

Peer-review process

Each IZA World of Labor contribution will be sent to one or two expert(s) for an informed recommendation on whether it should be accepted for publication or needs further revision.

IZA World of Labor employs “single-blind” reviews.

Submitting your review

Please submit your review online via Manuscript Manager (<https://manuscriptmanager.net/izawol>). Please note that the answers to the online questionnaire will only be visible to the subject editor.

Accept/decline an invitation to review

1. Click the Manuscript Manager link towards the end of your ‘invitation to review’ email.
2. You will be taken to a screen that gives you two options: Agree to review; and Decline to review
3. If you **agree to review**, click the button, and then press ‘Continue’.
4. If you wish to **decline** the invitation to review, click the ‘Decline to review’ button. Please give a short explanation why you are unable to review the submission this time and we’d be very grateful for any suggestions you have for alternative reviewers. This message will go to the inviting Subject Editor.

Review an article

1. Once you have agreed to review, you will be taken through to the reviewer questionnaire, where you can access relevant documents and fill in the evaluation form.
2. First confirm that you have read through the Reviewer Guidelines by clicking the checkbox at the bottom.
3. Download the PDF of the submission for review.
4. Click ‘Continue to next section’ to get to the ‘Evaluation’ section of the review.
5. Note that you can save a draft of the evaluation and return to it later by signing back into the system.
6. Some aspects of the evaluation are required, some are optional. Please give as full a response as you can.
7. Note that you are NOT expected to upload ‘Marked up documents for authors’, so that we can maintain your anonymity.
8. Once you have been taken through the whole review process, click the ‘Send’ icon. If you have not completed all parts of the process, then you will be taken back to the relevant stages. You will then need to click the ‘Send’ icon again.
9. If everything is complete, then you can submit your review by clicking the blue button.
10. You have 28 days to submit your review. If you are unable to meet this deadline then please get in touch with the inviting Subject Editor or the IZA World of Labor Office (wol@iza.org).

Confidential comments

If you wish to make confidential comments to the editor you may do so as part of the questionnaire process in Manuscript Manager.

General remark

The manuscript is for your personal review. Please do not refer it to anyone else for review without prior approval by the editors. It is the property of the author(s) and should neither be reproduced, nor disclosed to a third party nor disseminated by you in any way.

If you have any questions, please contact the IZA World of Labor Editorial Team (wol@iza.org) and we shall be happy to assist.

Best regards,

The IZA World of Labor Editorial Team