
PEER-REVIEW PROCESS THE INDEPENDENT JOURNAL OF TEACHING AND LEARNING (The IJTL)

This is a double blind peer-review process. All names and institutional affiliations are deleted for purposes of review, below are the steps in the process:

STEP 1

- Articles are submitted by authors on The IJTL online platform found at <http://ijtl.iie.ac.za> via the submit article button.
- Once articles are submitted they are workflowed via our Online Journal Management System (this uses Microsoft SharePoint as the aggregator and is termed IIE Intralink) to the editorial team.
- A notification email alert of the article and attachments then comes through to the editorial team.
- The article is accessed via IIE Intralink.
- Proof of submission is stored on the website and the tracking of articles is done on IIE Intralink.
- When articles are submitted, the editorial team checks that the author has submitted all the requirements off of the submission checklist found under the “Publish in IJTL” Tab this includes the following if these are not fulfilled the article will not be reviewed:
 - Article and Abstract
 - Originality Confirmation - this puts in writing, that the paper is not under review at any other journal and will not be until it is given in writing, from the IJTL, that the article is rejected.
 - *Turn It In* or other anti-plagiarism software report – if it is over 10% direct duplication the article will not be reviewed.
- The authors are kept in the administrative loop by being contacted as to where their article is in the process.
- Authors may also email at any time on a dedicated email address editor@iie.ac.za - we have a 48-hour turnaround time. We are currently reviewing author access to our OJMS.

STEP 2



- All articles are workflowed and stored on Intralink in individual folders per submission.
- All documentation linked to that submission is stored in that folder.
- The review process is tracked.

STEP 3



- Internal review is conducted on the article by the editorial team and where needed internal subject matter experts are brought in.

STEP 4



- Articles that do not meet the criteria are not accepted and the authors are informed in writing with an explanation highlighting improvements for the paper.

STEP 5



- Remaining articles are submitted through a double blind peer-review process, which includes two evaluators per article, both independent, and with no conflict of interest to the article being reviewed.
- **The following note is included in all reviewer invitations:** This is a double blind peer review process and we go to extensive measures to ensure that reviewers and authors are not within the same region and to remove all identifying information. However, we understand that the community is also close-knit and some researchers conduct niche research that may be recognisable. Hence, if you in any way feel that you may know the author(s) of the work have a vested interest in the paper or suspect any other conflict of interest please immediately contact us on this mail so that a new reviewer can be found.

STEP 6



- Reviewer details are kept on a reviewer database on IIE Intralink

STEP 7



- Reviewers are approached with a request for evaluation.

- Reviewers then accept or decline and if they accept the review, an explanation of the process and the article with no names or institutional affiliation is sent to the reviewer.
- A review tool is used.

STEP 8

- If there is a discrepancy between the two reviewer outcomes and findings, then a third party reviewer is asked to review the article.

STEP 9

- The reports are submitted to the editorial team and are stored in the relevant folder on IIE Intralink.
- The managing editor who then, with the editor-in-chief, compiles a consolidated review report.
- The reviewer reports are combined into a single report generated to supply comprehensive feedback.
- This is then assessed in an internal review process against the article and approved for release to the authors.

STEP 10

- Reports are filed on the IIE Intralink, which is backed up daily.
- The IIE uses an extensive intranet infrastructure to host and manage educational material and the IJTL.
- Security is a priority and Microsoft SharePoint is used as the solution to manage document flows securely, incorporating authentication from the Windows Active Directory servers across this platform.
- Microsoft SharePoint is a browser-based collaboration and document management platform from Microsoft. It allows groups to set up a centralised, password-protected space for document sharing and workflows.
- Access can be as limited as one requires and in the case of The IJTL, the folders and workflows are limited to the editorial team only, and can only be accessed by each individual inserting their unique credentials and password.
- Every change is tracked against a person's name and any edits to a document are stored in the version history of the system.
- In case of a systems failure the information is backed up on a server daily and so can be recovered, thus protecting the information within this drive.

STEP 11



- All authors whether their articles are accepted or not are informed in writing of the outcome.

STEP 12



- If an article is accepted and revisions need to be made.
- Authors are requested to map changes against the reviewer feedback to illustrate how reviewer changes have been affected.
- These are then checked by the editor-in-chief and depending on the depth of change also by one of the original reviewers.