

# **Journal of the International Ombudsman Association (JIOA)**

## **Review Procedures**

### **Responsibilities of Editors and Editorial Board Members**

The JIOA is led by Co-Editors and four Associate Editors. There is also a Consulting Editor and a Production Assistant, both of whom are non-voting members of the Editorial Board. The Editors collaborate with an Editorial Board, which is comprised of approximately 20 individuals who are members of the International Ombudsman Association (IOA). Editorial Board members and others designated by the Editors are responsible for the peer reviews of the submitted manuscripts. The Editorial Board will attempt to reflect the composition of the IOA.

The primary contacts for JIOA are the Co-Editors who are responsible for the Journal's publication process and online presence. The Editors direct the processing of manuscripts and maintain communication with the IOA Board of Directors, the Associate Editors, Editorial Board members, reviewers, and authors.

### **Review Process**

JIOA uses a double-blind review process. All references to the author(s) must be removed prior to the manuscript being distributed to reviewers.

The Editors and/or Associate Editors will review each submitted manuscript to determine if the piece is appropriate for publication in JIOA. Acceptable manuscripts will be distributed electronically to three Editorial Board members for peer review.

Manuscripts judged by the Editors as inconsistent with the general mission of JIOA will be returned to the primary author with comments and possible suggestions for revision.

For manuscripts accepted for review, one Associate Editor will be assigned to shepherd the manuscript through the review process. This Associate Editor will be available to answer questions and provide guidance to the author and to the reviewers to whom the manuscript has been sent. Reviewers will use a consistent and systematic set of criteria to evaluate the quality and potential of a manuscript. These criteria include items related to content, grammar, organization, style, and relevance. Review forms and comments will be returned to the Editor.

Each reviewer will recommend one of the following for the manuscript up for review:

- Accept without revision
- Accept with minor revision
- Accept with major revision
- Revise and resubmit
- Accept as a short report
- Reject

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Only the Co-Editors, Associate Editors, Production Assistant, and Consulting Editor will have access to the review forms. The responses on the review forms will be summed for each manuscript to provide an aggregate perspective on the manuscript.

The final decision on whether to publish a manuscript is made by the Editors and is based upon recommendations from the peer reviewers. If there is significant variation among the reviewers regarding the status of a manuscript the Editors may:

- Seek additional input from the reviewers
- Request an additional review
- Seek additional input from the Associate Editors

Reviewers' comments will be provided to the primary author. However, the reviewers of a specific manuscript will remain anonymous. It is the policy of JIOA to work with authors to facilitate quality publications.

For papers accepted for publication, the author will be asked to proofread galley proofs prior to publication.

*Please submit any questions to [jioa@ombudsassociation.org](mailto:jioa@ombudsassociation.org).*