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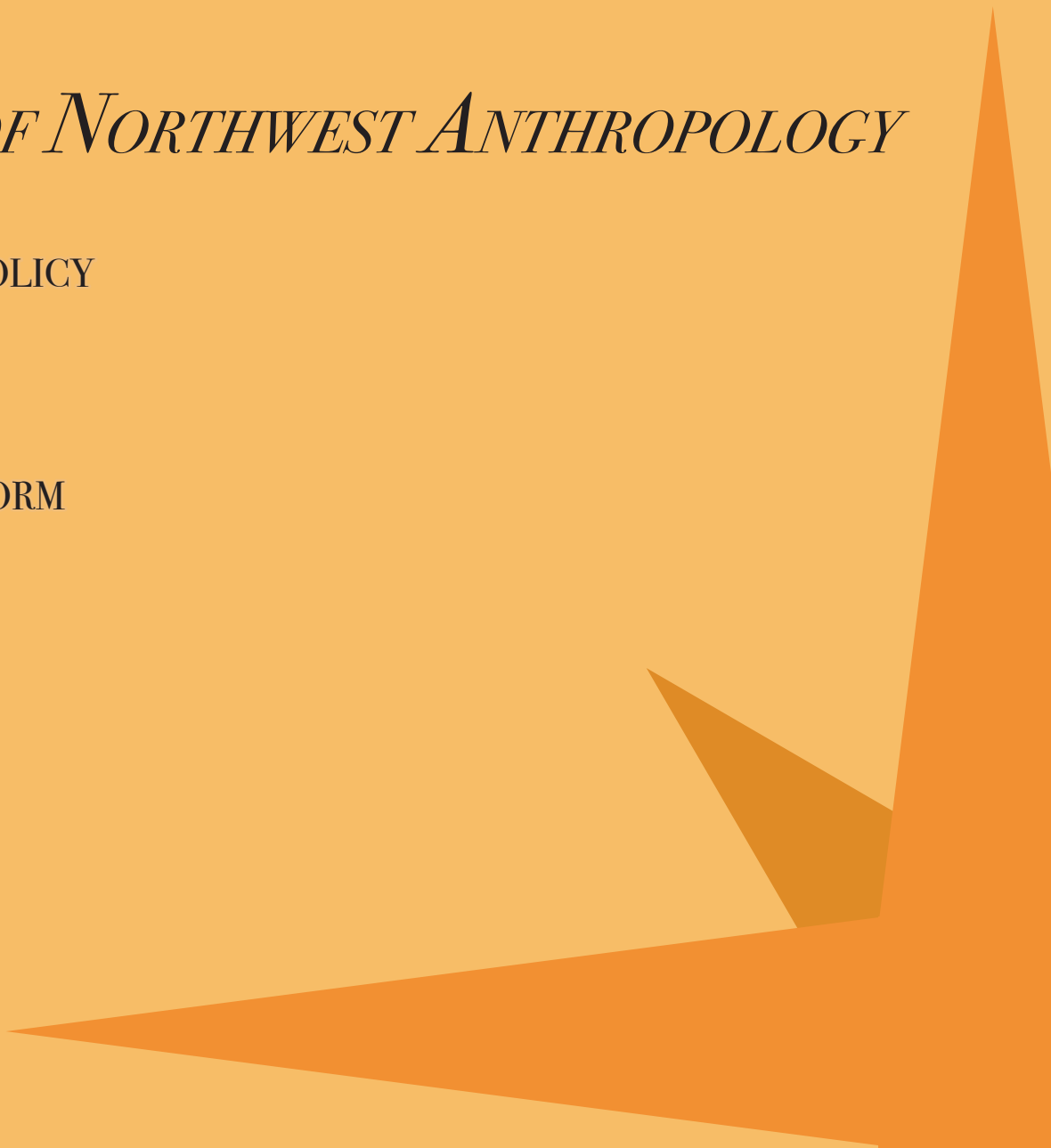
JOURNAL OF NORTHWEST ANTHROPOLOGY

PEER REVIEW POLICY

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PEER REVIEW FORM

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JOURNAL OF NORTHWEST ANTHROPOLOGY

Peer Review Policy

The *Journal of Northwest Anthropology* is a peer-reviewed scholarly publication. Our peer-review process is straightforward. As papers are received, the editors conduct an initial review to ensure that the manuscript meets our publication criteria¹ and is in sufficient condition to warrant peer review. Manuscripts are then sent to reviewers who are known to be knowledgeable about the topic. Reviewers are given approximately eight weeks to complete their review.

To ensure publication of high quality, timely information in a clear and concise format, it is important that we have a wide range of professionals to conduct manuscript reviews. If you would like to serve as an occasional peer reviewer, please contact Darby Stapp at darby.stapp@northwestanthropology.com. The commitment is only 2 or 3 hours a year, assuming an article gets submitted on a topic for which you have expertise.

The following guidelines have been established for reviewers:

- **Reviewers should avoid potential conflicts of interest**—When in doubt consult with the editor and err on the side of caution.
- **Reviewers must meet schedule commitments**—Authors spend a lot of time and effort preparing manuscripts so it is important that we provide comments to them in a timely fashion.
- **The review need not be long**—However, even these short reviews require time, reflection, and thought. A review will rarely take more than a couple of hours to complete.
- **Manuscripts are confidential**—Manuscripts under review are confidential documents, and should be treated as such. They contain unpublished information and ideas that must be kept confidential. Reviewers cannot share the paper or its contents with others or use the information for themselves.
- **Reviewers should not contact authors**—Reviewers should not contact the author about the manuscript during the review process. The review is a confidential process and the authors remain blind to the identity of the reviewers. If a reviewer needs information from the authors, contact the editor.
- **Seeking advice of a colleague**—Sometimes a reviewer may wish to seek advice or information from a colleague during the course of a review. This should be done without discussing the paper under review or revealing the research and theories in the paper. The reviewer should note in the comments to the editor that a colleague has seen the paper and assisted with the review.
- **Reviewers are the agent of the Journal** - The key result of the review is a recommendation regarding publication. In making the suggestion for acceptance, revision, or rejection of manuscripts, reviewers help set the standards of the Journal. Reviewer must consider the manuscript from the perspective of the Journal and the field of Northwest Anthropology. Papers that challenge existing thought or that present surprising findings must not be dismissed too readily during the review process. Papers that purport to break new ground and cause rethinking of previous assumptions require careful scrutiny; the potential importance of such papers require that they be reviewed thoughtfully, carefully, and objectively.
- **Comments should be constructive and courteous** - Authors put a lot of effort into preparing their research for publication and the review process should be a positive experience.

¹ Publication Criteria: *The Journal of Northwest Anthropology* welcomes contributions of professional quality dealing with anthropological research in northwestern North America. Theoretical and interpretive studies and bibliographic works are preferred, although highly descriptive studies will be considered if they are theoretically significant. The primary criterion guiding selection of papers will be how much new research they can be expected to stimulate or facilitate.

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P.O. Box 1721
Richland, WA 99352

Manuscript Review

Author:

Title:

Reviewer's Name: _____

Date Submitted for Review:

Reviewer's signature _____

Date _____

Can the text be clearly understood?

Are conclusions clearly presented?

Are graphics easy to see and understand?

Does it meet the publication criteria of JONA?²

Recommendation for publication:

Suitable with minor revisions Review after major revisions Not suitable

Submit elsewhere, suggestion _____

Comments (use additional pages if necessary).

² *JONA* welcomes contributions of professional quality dealing with anthropological research in northwestern North America. Theoretical and interpretive studies and bibliographic works are preferred, although highly descriptive studies will be considered if they are theoretically significant. The primary criterion guiding selection of papers will be how much new research they can be expected to stimulate or facilitate.