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Potential reviewers are contacted by e-mail, which contains the manuscript title, abstract, and assignment deadline. The selected reviewer accepts or declines the assignment within 15 days. Failure to reply within the prescribed time will be treated as an implicit rejection. It is acceptable to propose an extended deadline when the given deadline (usually 4 weeks from the task acceptance date) cannot be met. The selected reviewers usually have extensive experience as faculty members, researchers, and published authors. Sometimes reviewers from other specific areas are selected. This selection is always well thought-out, and we encourage such potential reviewers to consider the assignment if they can make a contribution to some aspect of the work. The following points must be provided by the reviewers in the written response:

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#### Organized Critique

Assessment of Strengths and Weaknesses: the following should be evaluated: Literature review is up-to-date; Methods align with study purpose or research questions; Methods described in sufficient and appropriate detail; Research design or study approach is adequate; Approach to data analysis is appropriate; Thoughtful consideration given to the study limitations; Manuscript provides new information that is likely to be of interest to our readers.

#### Possible improvements

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