

Peer-review process

Each World of Labour 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. World of Labour 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 World of Labour Office (wol@liser.lu).

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 World of Labour Editorial Team (wol@liser.lu) and we shall be happy to assist.

Best regards,
The World of Labour Editorial Team