

## Reviewer instructions

Thank you for reviewing a manuscript for NJG.

As a reviewer for NJG you should first always consider the following questions:

- Are parts (or all) of the manuscript outside of your area of expertise?
- Do you have any potential conflict of interest?

If so, disclose this to the editor when you respond.

As a reviewer, you should focus on the scientific contents and structure of the manuscript. Note if key references are included and/or erroneous references are made, but a thorough control of the completeness and style of references is not needed.

You are expected to fill out and return the “NJG evaluation form” that is sent by the editor together with the manuscript files. The evaluation form contains the following questions that aims to help you and editor reach a sound decision:

1. Is the subject within the scientific scope of NJG?
2. Is the title informative and does it reflect the contents of the manuscript?
3. Is the abstract informative and of an appropriate length, and conformable to the contents of the ms?
4. Is the subject of the paper adequately introduced
5. Are the facts and interpretations satisfactorily separated in the text?
6. Are the interpretations and conclusions sound and supported by the information provided?
7. Is the paper logically organised?
8. Can the paper be shortened without detriment?
9. Are the figures of good quality?
10. Are the tables well organised?
11. Are all of the tables and illustrations necessary?
12. Are there any essential figures or tables which should be prepared?
13. Is sufficient reference given to previous work?
14. Are all of the references appropriate (some missing)?
15. Does the English require improvement?
16. Is there anything in the manuscript which might give offence
17. Have necessary acknowledgements been made?
18. Does the paper contain new original material
19. If applicable, has taxonomic work been done properly? Is nomenclature consistent with the rules of the relevant nomenclatorial code?
20. If applicable, is illustrated / analysed fossil material numbered and kept in a public collection (museum) and available for future scrutiny
21. If applicable, are thin-section, outcrop etc. photos identified with sample numbers and geographical coordinates.
22. Are all data presented?
23. Does the manuscript contain data that should be included as Electronic supplements for easy download?

Comments may be inserted directly in the manuscript PDF or at the bottom of this form, using line/figure numbers etc. as reference. Pay particular attention to sample/specimen documentation, repeatability and availability to further scrutiny, the cornerstones of any solid scientific work.

## Assessment decision

### *Acceptance – only minor modifications required*

The manuscript can be published immediately, without the need for further revisions other than minor modifications (typos, typesetting etc.). This is very rarely an option for manuscript undergoing the first round of review.

### *Acceptance – minor revision required*

The manuscript is publishable in principle but requires minor revision of text and/or figures. This should be used when the manuscript is unlikely to require another round of reviews.

### *Acceptance – moderate revision required*

The manuscript is publishable in principle but requires moderate revision. E.g. if more data should be added to fully support the interpretations, or if important aspects/implications/limitations are not fully elaborated in the discussion. This option usually requires that the revised manuscript is sent out for another round of review.

### *Acceptance possible – major revision required*

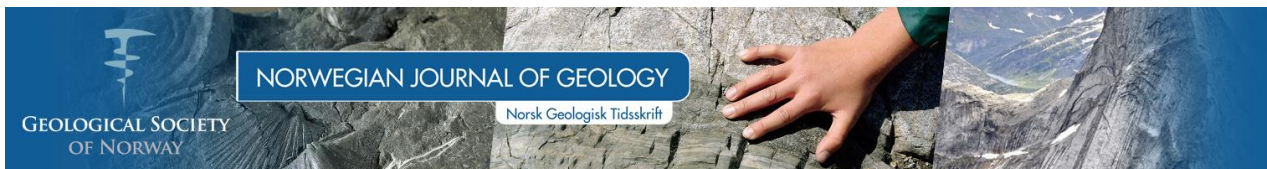
The manuscript is flawed but fixable. E.g. new analyses are required, additional figures/tables must be added, or the manuscript needs a substantial reorganization. This option requires that the revised manuscript is sent out for another round of review.

### *Rejection*

The manuscript is severely flawed and should not be published. E.g. there are major methodological problems, or the conclusions are not supported by the data. This decision may also be reached if the manuscript is not within the scope of NJG or if it fails to add any new knowledge.

If a reviewer suspects a conflict of interest, plagiarism, duplicate publication, simultaneous submission or fabrication of data, they should alert the subject editor immediately.

The final decision to publish or reject a manuscript is with the editor. Their decision is based on feedback from the reviewers and their own judgement. The editor may contact the reviewer to seek clarifications on any aspect of their review.



## **Confidential material**

As a reviewer you must treat the materials you receive as confidential documents. This means that cannot be shared with anyone. Since peer review is confidential, you also must not share information about the review with anyone without permission from the editors and authors.