



Statement of Commitment to Peer Review and Editorial Oversight

A manuscript is first reviewed by the Conference Chair to see if it is within the scope of the conference. If it is within the scope, a Chair sends the manuscript to be blind reviewed by at least two subject specialists selected for their expert knowledge. The corresponding author of each manuscript is provided with each reviewer's completed GBATA Conference Review Form which includes qualitative comments and suggestions. GBATA Conference Review Forms also include questions that are addressed specifically by reviewers to help guide the Chair's judgement on whether to accept the manuscript. The Conference Chair makes the final decision.

The refereeing process takes about 1-6 weeks from date of receipt of the article to communication of initial decision to the author. Any reviewers suggested by an author will not be used for that author's paper.

The GBATA Conference Review Board is available at <https://gbata.org/reviewers/> GBATA Conference Committee is available at <https://gbata.org/conference/committee/>

The GBATA Conference Review Board and GBATA Conference Committee cover a wide array of expertise and geographical representation.

Responsibilities of Reviewers

- Review Forms should be in English.
- Reviewers should provide qualitative comments and suggestions as they help immensely in improving the quality of the scholarly works. For suggested improvements, please list suggestions that could help strengthen the work in a revision.
- Treat the authors the way you would want to be treated. Specifically, comments and tone should be professional and courteous. Avoid any personal, unnecessary, or hostile remarks. Note that the Conference Chair may remove any language deemed as inappropriate.
- A reviewer can refuse to review a paper if they feel the paper is not within their expertise or if the reviewer has a conflict of interest.
- Reviewers should refuse a review if they know the identity of the author.
- Reviewers must avoid writing anything that could identify the reviewer to the author.
- Review comments should be devoid of personal bias.
- Reviewers should express their views clearly with supporting arguments and references.
- Reviewers should discuss suspected misconduct with the Conference Chair only.

Responsibilities of Chairs

- Chairs make the final decision regarding acceptance or rejection. The Conference Chair reserves the right to refuse any manuscripts, whether an invitation or otherwise.
- Chairs make their decisions devoid of personal bias.
- The Conference Chair cannot publish a paper in the GBATA Readings Book. The Conference Chair will handle editorial responsibility for any submission by another Chair.
- Chairs should only discuss information about a submission with the reviewers and authors.
- At least two reviewers are invited to blind review each manuscript.
- If a reviewer provides evidence to a Chair that the conclusion of a submission is incorrect, the Chair must promptly inform the Author. If evidence is provided to a Chair that the conclusion of a published manuscript is incorrect, the Chair must promptly inform the Author and publish a correction.
- GBATA is committed to diverse geographical representation of reviewers. Chairs are encouraged to take this into consideration when selecting reviewers.
- GBATA Chairs follow the rules recommended by the Committee on Publication Ethics (COPE) available at <https://publicationethics.org/core-practices>