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The Ajayi Crowther University Journal of Religious Studies (ACUJORES), published annually by the Department of Religious Studies of Ajayi Crowther University, Oyo, Oyo State, is a scholarly peer-reviewed and accredited journal that publishes in-depth critical and original research papers in English from various disciplines of Christian Studies and Christian Theology with a focus on the contemporary Christian experience, particularly within the Nigerian context, as well as other disciplines in Humanities and the world in general.

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- (i) The list of references should include only works cited in the text.
- (ii) Endnotes are used with citations identified with Arabic numerals hyphenated within the manuscript and referenced at the end of the manuscripts.
- (iii) The bibliography is written after the endnotes and should contain all works/materials used in writing the manuscript, whether they appear in the endnotes or not. The bibliography is arranged alphabetically.
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  - Manuscript law: Full papers must not exceed 15 pages, including endnotes and a bibliography.

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- Authors shall be notified of the acceptance of their abstracts and papers as and when due.
- Only articles prepared strictly in accordance with the journal's guidelines will be considered for review and editorial process and eventually for publication.
- Authors will be given the opportunity to revise and approve the text of the accepted and peer-reviewed manuscript in the final phase of copy editing.

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### **A. Duties of Reviewers**

#### **Importance of Peer Reviewing**

Peer review is an essential part of formal communication and lies at the heart of the scientific method. Peer review assists the editor in making editorial decisions and, through the editorial communications with the author, may also assist the author in improving the paper. The reviewer's job is critical to ensuring that the quality of a paper/article to be published meets the minimum requirements for a scholarly publication in line with the ACUJORES publications.

#### **Promptness**

Any selected referee who feels unqualified to review the research reported in a paper or knows its prompt review will be impossible should notify the editor and excuse themselves from the review process. If a selected referee agrees to review a paper, they should then adhere to timelines set by the Editor.

#### **Confidentiality**

Any papers received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorised by the Editor.

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Review should be conducted objectively; personal criticism of the author is inappropriate. References should express their views clearly with supporting arguments.

#### **Study Ethics**

Reviewers are encouraged to comment on ethical questions and possible research misconduct raised by submissions (e.g. unethical research design, insufficient detail on patient consent or protection of research subjects, including animals).

#### **Acknowledgement of Sources**

Reviewers are encouraged to be alert to redundant publication and plagiarism; reviewers should identify relevant published work that the authors have not cited. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the Editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

### **B. Questions to guide the reviewer in the assessment of the paper:**

Please provide examples, noted responses and evidence for responses; do not simply answer yes or no. Responses to the questions below will be in the accompanying Reviewers' Guidelines sent to a reviewer and to be returned to the Editor after fully completing the required portions.

## **Topic and Content**

1. Is the topic relevant to the journal?
2. Is the topic in sync with the conference's theme where the paper was presented?
3. Is the content important to Christian Studies, Christianity, and Christian theology with particular reference to issues of contemporary concern in Nigeria?
4. Is the work original? (If not, please provide references.)

**Title:** Does the title reflect the contents of the article?

**Abstract:** To what extent does the abstract reflect aspects of the study: background, objectives, methods, results and conclusions? Is it in alignment with a statement in the abstract in the Authors' Guidelines?

**Introduction/Background:** Is the study rationale adequately described?

**Objectives:** Are the study objectives clearly stated and defined?

## **Methodology:**

1. To what extent is the study/research design appropriate and adequate for the objectives?
2. Is the sample size appropriate and adequately described?
3. Is the sampling technique appropriate and adequately described?
4. How well are the methods and instruments of data collection described?
5. How well are techniques to minimise bias/errors documented?

**Ethical Consideration:** If there are issues related to ethics, are they adequately described? (For human studies, has ethical approval been obtained?).

## **Analysis and Results:**

1. Are the methods adequately described?
2. Are the methods of data analysis appropriate?
3. Do the results answer the research question?
4. Are the results credible?
5. Is statistical significance well documented (e.g. as confidence intervals or P-value)?
6. Are the findings presented logically with appropriate displays and explanations?

## **Discussion:**

1. How well are the key findings stated?
2. To what extent have differences or similarities with other studies been discussed and reasons for these given?
3. Are the findings discussed in the light of previous evidence?
4. Are the implications of these findings clearly explained?
5. Is the interpretation warranted by and sufficiently derived from and focused on the data and results?

**Conclusion(s):** Do the results justify the conclusion(s)?

**References:**

1. Are the references appropriate and relevant?
2. Are they up to date? (With at least 80% of the references not more than ten years away from the year the paper is reviewed)?
3. Are there any obvious, important references that should have been included and have not been?
4. Do the references follow the recommended style?
5. Are there any errors?

**Writing:**

1. Is the paper clearly written?
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3. Are there problems with grammar, spelling, punctuation, or language?

The reviewer is to do business with the two accompanying documents the Editor sends them and the paper to be reviewed.

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