

# Guidelines for Peer Review

- a) Peer review (external and/or internal) is an important part of the quality control process and ensures professional credibility. All manuscripts should, therefore, be reviewed by parties other than the author(s) prior to publication.
- b) In the case of technical publications and flagship titles, an external peer review by at least two reviewers is recommended.
- c) Depending on the content, and the availability of resources, the type of review should be as follows:
- d) The reviewer is expected to read the manuscript thoroughly and provide detailed feedback on the substance. In case of potential conflict of interest or if the scientific community is very small, blind reviewing is necessary (i.e. the name of the author is not disclosed to the reviewer).
- e) Manuals, toolkits and training materials should be tested by users identified within the target audience, and feedback taken into account.
- f) In general, it is preferable to have the manuscript reviewed before copy-editing, as the review may result in substantial changes.

Type of Publication	Review Mechanism
Flagship and regional reports (major studies and reports)	External peer review
Technical reports (written by more than one author, specialized, in-depth studies on a range of different subjects)	External peer Review / internal review
Handbooks, Guidelines, Manuals and Toolkits	Testing and external peer review
Working papers, Discussion papers, proceedings and summary reports of projects	Internal review