

## Ensuring a double-blind review process

The International Journal for Students as Partners (*IJSaP*) uses a double-blind peer review process. Uniquely, IJSaP has an International Reviewer Panel of students and staff that review submitted articles. The double-blind review means that reviewer and author identities are concealed, with no party knowing the name or other information about others. This process attempts to ensure that research is judged fairly with minimal bias; however, anonymity is difficult to achieve even with perfect anonymization of manuscripts. For the review process to run smoothly, authors must ensure that identifying information is removed.

There are a few common places where identifying information occurs in a manuscript, so authors should take care to revisit their work and ensure that the following guidelines are met prior to submission:

- All author names must be removed
- Authors citing their own work should replace citations with the following and exclude other information: [Author, Date]
- Third person should be used to refer to authors' own works. Replace phrases like "as we/I have shown in our/my previous study" with "as shown before in [Author, 2018]."
- For blinding in the reference list, replace any publications by the manuscript author with: [Author, 2018] Details omitted for double-blind reviewing.
- Do not include cover pages, biographies, acknowledgements, references to funding sources, or any other identifying features in the manuscript.
- Author details should be added into the journal system (rather than the manuscript) and should include all authors' names, affiliations, and contact information for the corresponding author including a phone number and e-mail address. The author details will be used by journal administrators and will not be available to reviewers.

When submitting a manuscript for prospective publication, authors should ensure that the document is anonymized and submitted properly through our journal system. Any additional files (video, audio) should be submitted to the editorial team at [ijsap@mcmaster.ca](mailto:ijsap@mcmaster.ca), along with any other questions for the review process.