

Integral Transpersonal Journal (ITJ)

Peer-Reviewing Process

The peer reviewing process is intended to assess the validity, quality and originality of the submitted paper.

Authors submitting an article should send two files (the file name should be the title of the article) **biotransenergetica@gmail.com**

1. A file with the title and abstract including the author's name and Institution.
2. A file with the abstract and the text without the author's name and Institution.

Articles received by one of the Editors should be forwarded to the ITJ mail, as previously described.

The Editor Director and the Reviewers Chief will read the article and decide if it is of general interest to the Journal and start the reviewing process.

The reviewers will receive only file 2

Phase 1

In this first phase the Peer Reviewer will read for comprehensibility and flow of the article and the use of academic terms and definitions.

The Reviewer will give a general appraisal of the article according to the following criteria:

To evaluate with a score from 1 to 5	Points	Comments
A. Relevance of the topic		
B. Originality of the article		
C. The methodological approach is correct? The study is well grounded on its assumption, Is detailed and based on evidence from data? Limits self-referencing. Is based on a sufficient large bibliography?		
D It presents a review of the literature, pays critical attention to the historical development of the concepts, takes into account the various points of view even if		

different or opposite to those of the author, it is updated to the most recent research		
E. It is correct from a syntactic-grammatical point of view (it requires little or no editing work), easily understandable and also pleasant to read		
F. Includes proper citations, page numbers and references. Follows the editorial rules (on the text, abstract and bibliography)		

2) Evaluation in a discursive form

3) Final evaluation

The article is: (sign the chosen option)

- ☐ Ready to publish in current form or with minimal editing work
- ☐ May be published after suggested changes
- ☐ May be published perhaps in a new version if accepted by a further reading of the referees
- ☐ Not to publish

This phase can take approximately 1 month.

Phase 2

When an article is considered for publication, if changes need to be made, the Author and Peer Reviewer will work together (not anonymously).

The Peer Reviewer will read the article and insert corrections and suggested revision with “track changes” on a content level and according to APA citation and formatting. The document then goes back to the Author for revision. This process may involve a few cycles of back-and-forth between the Peer Reviewer and the Author.

This phase can take approximately 3 months.

*By using the “track changes” tool in the WORD document: you can e.g. cross out, and insert corrections and comments. Never edit the document without making sure the changes are recorded by the software and can be reversed. Please always give feedback in a respectful and positive way. It is up to the Author to decide how to work on the suggestions for revision.

Final review

An ITJ proof reader gives the text a final edit to catch grammar, punctuation, and typing mistakes before publication.