

GUIDELINES FOR PEER REVIEWERS

The Field Museum is grateful to our colleagues for improving the quality of contributions to *Fieldiana* through their frank and thoughtful evaluations of manuscripts.

Peer reviewers are asked to complete a one page form, REFEREE'S CHECKLIST FOR *FIELDIANA*. This form is given to each reviewer and is also available on the *Fieldiana* Web site under Peer Reviews section (see FORMS attachment). This form is a checklist and should serve as a general guide in reviewing the manuscript. At the bottom of this form the referee is asked to check one of the following recommendations:

- Accept without revision
- Accept with revisions
- Do not accept without major revision but encourage resubmission
- Reject

The reviewer is also asked to sign and date this form when the review is complete. The identity of the reviewer is confidential and the author(s) receives a copy of the form without the reviewer's name.

Reviewers are encouraged to provide additional specific suggestions and/or candid criticisms that they may have of the manuscript on a separate sheet of paper. Although reviewers are encouraged to make their comments in a constructive tone, it is essential that issues of substance be clearly identified. The title of the manuscript and the first author's name should appear at the top of this sheet.

Each reviewer is asked to provide the following materials:

- Completed and signed REFEREE'S CHECKLIST FOR *FIELDIANA*
- Additional comments sheet(s) (if needed)
- Original manuscript if marked with reviewer's comments

Manuscripts that are not returned to the associate editor should be destroyed. The contents of manuscripts are the property of the author(s) and are to be treated as confidential prior to publication.