# Instructions for reviewers

Thank you for agreeing to be a reviewer for papers submitted to *PASOS. Revista de Turismo y Patrimonio Cultural* |*PASOS. Journal of Tourism and Cultural Heritage*. Please read the following instructions to ensure that the procedures are followed correctly. You should introduce your comments to the management system (specific fields will open up for you to fill in) or upload the text you see fit as a file before the deadline established in the email you received, unless otherwise agreed.

There is a **specific handbook** available to help you work with the management system at ojs.pasosonline.org.

To streamline the editorial process, all work sent to *PASOS. Revista de Turismo y Patrimonio Cultural | PASOS. Journal of Tourism and Cultural Heritage* should closely follow the style guide. Reviewers will find that the work has been made anonymous and it should not include the name or institutional affiliation of the author(s) at any time (to guarantee blind peer review).

The journal contains several sections, and reviewers should make it clear to which section the paper has been submitted:

| Section | Content | Length (number of words) |
|---|---|---|
| Articles | Show research results. Although not compulsory, it is recommended that texts follow this structure: Introduction, Literature review or Theoretical framework, Method and Case study, Results, Analysis, Discussion and Conclusions. | Between 5,000 and 9,000. |
| Opinions and essays | Original papers on theory or methods that do not directly demonstrate the results of empirical research but make a specific contribution to tourism knowledge. | Between 3,000 and 5,000. |
| Research notes | Ongoing research projects with (non-definitive) partial results. | Between 3,000 and 5,000. |
| From the company | Texts that present the evolution of a business initiative or deployment of a product. This section is aimed at business people or institutional agents who discuss their experiences in texts. | Between 2,000 and 3,000. |
| Event reports | Reports that present the development of a tourism event (conferences, seminars, fairs, strategy and product presentations, etc.). | Between 2,000 and 3,000. |
| Book review | Reviews of books of interest to knowledge on tourism. They should include all the book's publication information and an image of the cover. | Between 2,000 and 3,000. |

For all articles, the reviewer will revise the paper paying attention to the following points:

If the reviewer believes that there are specific reasons or conflicts of interests that mean that he/she should not review the paper, he/she should not accept the request; if the situation arises after the job has been accepted, the relevant editor should be informed.

The texts should be unpublished. Bearing in mind that papers may have been presented at conferences, they shall be considered published if they have an ISSN, ISBN or DOI number, or if the title or content significantly overlap.

Special attention should be paid to ensuring that the article is written so it can be understood by the reader, using proper academic language and the references considered necessary.

The title, abstract and keywords should be checked to ensure that they reflect the content of the paper.

Comments and observations should be appropriate and respectful of the authors, highlighting any weaknesses, mistakes and shortcomings.

Reviewers can assign a mark (0-10) for each of the following aspects, without drawing up an exhaustive report:

1. It is an important area in terms of theory
2. It is an important area in terms of research
3. The issue researched is presented clearly
4. The research is clearly linked to the theoretical framework
5. The research design and method are appropriate
6. The analysis reflects proper data processing
7. Overall, it makes a significant contribution
8. It is written in a clear style
9. Readers are interested in this manuscript

The reviewer then recommends one of the following options:

- Accepting the paper.
- Publishing the paper with changes. This means that the text requires small changes. Once the changes have been made, the text is considered publishable and is only reviewed by the relevant editor.
- Suitable for further review. This means that the text needs significant corrections and, once these have been made, it should be reviewed again.
- Not publishable. The piece is rejected for publication in **PASOS**.

The reviewer's task ends once the recommendation has been sent.

The **PASOS** peer review can be certified by the journal if requested by the person concerned.