



HEKMA PRESS PEER REVIEW POLICY

Hekma Press is committed to the highest standards of scholarly excellence. Our peer review process is designed to ensure the rigour, originality, and impact of every monograph and edited volume we publish, positioning them for maximum national and international recognition.

THE DOUBLE-BLIND PEER REVIEW PROCESS

The integrity of our publications rests on a meticulous, independent, and **double-blind peer review process**. This method ensures that all submissions are judged strictly on their scholarly merit and contribution to the field, free from bias.

DETAILED PEER REVIEW FLOW

The following sequence outlines the formal steps of the process for all titles accepted into the peer review stage:

1. **Proposal Submission:** The author/editor completes the Hekma Press Publication Proposal.
2. **Editorial Board Approval:** The proposal is approved by the Editorial Board and added to the publishing schedule.
3. **Author Preparation:** The author/editor prepares the complete manuscript adhering to Hekma Press Style Guide and Author Guidelines.
4. **Manuscript Handover:** The complete manuscript is submitted to Hekma Press, initiating the double-blind peer review process.
5. **Review Feedback:** Once at least two reviews are received, the blind feedback is sent to the author/editor for consideration and revisions.
6. **Revised Resubmission:** The author/editor submits the updated manuscript and a



detailed Response Document explaining how the reviewers' feedback has been addressed.

7. **Final Reviewer Approval:** The updated manuscript is returned to the reviewers for their final consent.
8. **Final Board Authorisation:** Once final approval is granted by the reviewers, the manuscript is referred to the Editorial Board for ultimate publication authorisation and contract drafting.

1. MANUSCRIPT EVALUATION

The Hekma Press Editorial Board undertakes an initial assessment of submitted proposals and manuscripts. If a proposal is accepted at this stage, this preliminary acceptance simply indicates that the manuscript will be formally scheduled for review.

2. SELECTION OF REVIEWERS

For scholarly monographs and edited volumes, manuscripts are sent to a minimum of **three** experts in the relevant field for review.

- **Selection Criteria:** Reviewers are selected for their established expertise and scholarly credentials in the manuscript's specific domain.
- **International Focus:** To align with our commitment to international prestige, Hekma Press typically selects **two national reviewers** (not affiliated with the author's home institution) and **one international reviewer**.
- **Impartiality:** Hekma Press retains the exclusive right to make the final choice of reviewers to ensure impartiality and breadth of expertise.

3. REVIEWER GUIDELINES

Reviewers are requested to evaluate the manuscript against the following strict scholarly criteria:

Criterion	Evaluation Requirement
Originality and Contribution	Does the manuscript present original research that substantively advances knowledge in its field?
Target Audience	Is the manuscript clearly intended for specialists and peers in the relevant academic discipline? (It should not be a textbook, popular book for the general public, or a dissertation or thesis.)
Structure and Organisation	Is the organisation, structure, and systemisation of the manuscript logical, coherent, and easy to follow?
Methodology	Is the research methodology explicit, sound, and accurately applied throughout the work?
Referencing	Is the quality and quantity of the references acceptable, up-to-date, and consistent with the required citation style?
Data and Presentation	Where relevant, are the figures and tables sufficient, and professionally presented to support the arguments?
Suggested Improvements	Are there clear, constructive suggestions for improvements or amendments to the overall manuscript or specific chapters prior to publication?
Plagiarism Check	Is there any suspicion of unacknowledged source material or plagiarism in the manuscript?

4. Revision and Final Decision

Based on the confidential feedback received from the reviewers, the manuscript may be:

Accepted, Revised, or Rejected.

- **Revision Process:** If revisions are required, the manuscript is returned to the author(s) / editor(s) along with the blind comments for necessary adaptation.
- **Verification:** If the required revisions are substantial, the revised manuscript will be



referred back to the original reviewers for **verification, commentary, and final approval** before proceeding.

- **Manuscript Development:** In exceptional cases where a manuscript demonstrates significant scholarly merit but requires fundamental work prior to the formal peer review stage, Hekma Press may initiate a **manuscript development phase** with the author to ensure it is submission-ready.

We encourage all prospective authors to ensure their work meets these rigorous standards to guarantee a swift and successful journey to publication.