



In the service of personal transformation™

## ***The International Journal of Zero Balancing and Transformative Touch***

### **Guidelines for Reviewers**

*The International Journal of Zero Balancing and Transformative Touch* is an open-access, peer reviewed journal with the purpose to advance scholarly thought and creative exploration concerning transformative touch modalities, including Zero Balancing. Investigating the role of skilled, conscious touch in overall health, well-being, and the development of higher consciousness is the primary aim of this journal.

Transformative touch is a field of study that is broad with endless possibilities for research and discovery. The IJZBTT is aware that such an evolving field may require novel approaches and varied levels of support for conducting research. Therefore, guidelines will be updated when necessary, to ensure continuity. Being an international journal, we are following the guidelines for various types of studies as outlined at <http://www.equator-network.org>. When you are reviewing research or case studies, we ask that you familiarize yourself with these guidelines and use them when providing recommendations. When reviewing a submission, you will also want to provide overall guidance and comments that support the improvements of a manuscript. Reviewing a manuscript is not the same as editing. You are not checking for spelling, grammar, or punctuation. If those are an issue, please send the manuscript back to the author with a suggestion to work on editorial issues before resubmitting.

#### **Guidelines for reviewing manuscripts concerning transformative touch:**

##### **Before you review, please ask yourself the following questions:**

1. Does the submission match your expertise?
2. Do you have a conflict of interest concerning the submission you have been asked to review? Consider sources of funding, various institutional obligations, and the type of research or topic.
3. Do you have time or wish to review this submission? The review must be completed within a 30-day period, according to IJZBTT policies. If you do not have adequate time or an interest in the topic, please refuse the request to review as soon as you can. If you accept the assignment to review and find you cannot complete the task, please contact the assigning editor immediately so changes can be made.

4. Are you willing to report plagiarism or other ethical issues to the editorial board if you discover them?
5. Are you able to meet ethical and confidentiality standards and not share or discuss the submission you have been asked to review? Also, please do not identify yourself as a reviewer, making all your comments and tracking of changes anonymous.
6. Are you able to always give constructive and kind feedback? Your goal is to be clear and concise while helping the author(s) create a manuscript of high quality. Are you able to give feedback by stating the issue and giving constructive feedback or ideas that will help resolve the issue?
7. If you are unclear about research protocol based on a specific region, topic, or field, please state so in your comments and allow the author time to reply.
8. Remember to rate the manuscript as 1). Accept as is, 2). Ask for revisions and resubmit, or 3). Reject. (Eg. We reject submissions that are not related to skilled, therapeutic touch, do not meet the aims of this journal, are discriminatory, or offensive, or non- inclusive, etc.).

**How to review:**

To make your task of reviewing submissions more streamlined, the editorial board is offering two rubrics to help gauge your assessment. When reviewing submissions that are research-based you will need to use the Research Submission rubric. When reviewing submissions that are not research-based you will need to use the Creative Submission rubric. (These rubrics are available as PDF documents on the IJZBTT website for reviewers). Please refer to the Author Submission Guidelines (PDF) and/or Aims & Scope <https://thekeep.eiu.edu/ijzbtt/aimsandscope.html> for journal sections other than research to help guide your feedback.

**Reviewer's overall comments:**

After filling out the rubric, please provide a summary paragraph outlining your assessment of the submission, its key points, and how well the submission relates to the topic area (research, case study, editorial, literature review, etc).

**How to become a reviewer for IJZBTT:**

Please contact Dr. Misty Rhoads- Executive Editor

[ijzbtteditor@gmail.com](mailto:ijzbtteditor@gmail.com)