

## Language Scholar Policy on Conflict of Interest Guidelines for Reviewers

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The following situations are considered conflicts for the reviewer and should be avoided:

- Co-authoring publications or working together on a collaborative scholarship or research project with at least one of the authors in the past one year
- Supervising/having supervised the doctoral work of the author (s) or being supervised/having been supervised by the author(s)
- Receiving professional or personal benefit resulting from the review
- Having a personal relationship (e.g. family, close friend) with the author(s)
- Having a direct or indirect financial interest in the paper being reviewed

### **Declaring conflicts of interest**

Reviewers should be asked at the time they are asked to critique a manuscript if they have conflicts of interest that could influence their review. Reviewers must disclose to editors any conflicts of interest that could bias their opinions of the manuscript and should recuse themselves from reviewing specific manuscripts if the potential for bias exists. Reviewers must not use knowledge of the work they are reviewing before its publication to further their own interests.

N.B. Declared conflicts of interest will be considered by the editor(s) and reviewers and included in the published article.