Peer Review Policy on *Design Studies*

The practice of peer review is to ensure that only good research is published. It is an essential process at the heart of good scholarly publishing and is carried out on all reputable journals. Our referees therefore play a vital role in maintaining the high standards of *Design Studies* and all manuscripts are peer reviewed following the procedure outlined below.

Special issues and/or conference proceedings may have different peer review procedures involving, for example, Guest Editors, conference organisers or scientific committees.

Initial manuscript evaluation
The Editor first evaluates all manuscripts. It is rare, but it is entirely feasible for an exceptional manuscript to be accepted at this stage. Those rejected at this stage are insufficiently original, have serious scientific flaws, have poor grammar or English language, or are outside the aims and scope of the journal. Those that meet the minimum criteria are passed on to at least two experts for review.

Authors of manuscripts rejected at this stage will be informed normally within two weeks of receipt.

Type of Peer Review
This journal employs double blind reviewing, where both the referee and author remain anonymous throughout the process.

How the referee is selected
Referees are matched to the paper according to their expertise. Members of the *Design Studies* International Editorial Board are often used as referees, but many other people are also called upon.

Referee reports
Referees are asked to evaluate whether the manuscript :
        - Is appropriate to the journal
        - Is original
        - Is methodologically sound
        - Follows appropriate ethical guidelines
        - Has results which are clearly presented and support the conclusions
        - Correctly references previous relevant work

Referees are not expected to correct or copyedit manuscripts. Language correction is not part of the peer review process.

How long does the review process take?
Typically the manuscript will be reviewed within two months. Should the referees' reports contradict one another or a report is delayed a further expert opinion may be sought. Revised manuscripts are usually returned to the initial referees for comment. Referees may request more than one revision of a manuscript.

Final report
A final decision to accept or reject the manuscript will be sent to the author along with any recommendations made by the referees, and may include verbatim comments by the referees.

Editor's Decision is final
Referees advise the editor, who is responsible for the final decision to accept or reject the article.

Becoming a Referee for *Design Studies*
If you are not currently a referee for *Design Studies* but would like to be added to the list of referees for this title, please contact the Editor-in-Chief. The benefits of refereeing for *Design Studies* include the opportunity to see and evaluate the latest work in your research area at an early stage, and to be acknowledged in an annual statement in the journal if you have reviewed one or more manuscripts in the preceding 12 months. You may also be able to cite your work for *Design Studies* as part of your academic or professional development requirements.