



Journal of Data and Societal Endeavors (JDSE) Reviewer Agreement Form

1. Scope of work

As a peer reviewer for the JDSE, you will play a critical role in evaluating the quality, originality, and significance of submitted manuscripts within your area of expertise and/or interest. Your primary responsibility is to provide a fair and constructive assessment of the research, ensuring that published work meets the highest academic and ethical standards.

Upon receiving a manuscript for review, you are expected to assess its clarity, methodology, contribution to the field, and adherence to the journal's guidelines. Your evaluation should include a detailed critique that highlights strengths, identifies weaknesses, and provides actionable feedback to help authors improve their work. Additionally, you may be asked to recommend revisions, suggest additional references, or raise concerns regarding data integrity, ethical considerations, or possible plagiarism.

Reviews should be thorough, well-reasoned, and submitted within the designated timeframe, as directed by the current editor-in-chief and/or the current managing editor. Timely responses are crucial for maintaining an efficient editorial workflow. If you are unable to complete a review within the given timeframe, you must inform the editorial board as soon as possible so that alternative arrangements can be made.

Your role does not include direct communication with the authors; all feedback should be submitted through the journal's review system. Additionally, while you may suggest whether a manuscript should be accepted, revised, or rejected, the final decision rests with the journal's editorial board.

2. Duration

Peer reviewers for the JDSE are appointed for the "current issue at hand" (i.e., the journal issue that is being prepared for publication at the time), with the possibility of renewal based on performance, availability, and continued interest. Reviewers are expected to complete at least 1 manuscript review per issue, though this commitment may vary depending on journal needs and reviewer availability. Reviewers who consistently provide high-quality, timely feedback may be invited to continue serving beyond their initial term.

The journal reserves the right to discontinue a reviewer's service at any time for reasons including, but not limited to, failure to complete assigned reviews in a timely manner, providing unconstructive or inappropriate feedback, breaching confidentiality agreements, demonstrating bias or conflicts of interest that compromise impartiality, or engaging in unethical conduct. A reviewer who is found to have violated journal policies or ethical guidelines (or any policy within the University of Notre Dame Code of Conduct) may be removed immediately and may be barred from future participation in the review process.

Reviewers who wish to resign may do so at any time by notifying the editorial board via email or writing. However, reviewers who have already accepted a manuscript for review are expected to complete their current assignment unless alternative arrangements are made with the editorial team.

3. Eligibility requirements

To serve as a peer reviewer for the JDSE individuals must meet the following eligibility criteria:

- You must be either a currently enrolled University of Notre Dame student (graduate, undergraduate, JD, MBA, MS), or a current Notre Dame faculty member (post-doctoral, research scientist, assistant/teaching/associate professor)
- (If you are an undergraduate student) you are (at least) in the third year of your program.
- You must be in good academic standing (i.e., not on academic probation, suspension, etc.).

- You must have some prior experience with a data science technique in any application resulting in some form of societal good.

Reviewers are required to maintain their eligibility throughout the review process. This includes continuing to uphold the ethical and professional standards expected of peer reviewers. If a reviewer's qualifications, expertise, or professional standing change in a way that may impact their ability to fulfill their role, they must promptly inform the editorial board.

Falsifying eligibility information, including misrepresenting academic credentials, research experience, or reviewing qualifications, is considered a serious violation of ethical standards. If it is discovered that a reviewer has provided false or misleading information, their service will be terminated immediately, and they may be barred from future participation in the journal's review process. Additionally, depending on the severity of the misrepresentation, the journal may report misconduct to relevant institutions or organizations.

4. Confidentiality and ethics

By agreeing to serve as a reviewer, you acknowledge your commitment to maintaining the integrity of the peer review process and upholding the highest standards of ethical conduct. As a peer reviewer, you will have access to unpublished manuscripts submitted for consideration in the JDSE. You will treat all materials with the strictest confidentiality and to refrain from disclosing, sharing, or discussing any manuscript content, data, findings, or author identities with individuals outside of the formal review process. Manuscripts under review may contain proprietary research, and any unauthorized distribution or use of such information is strictly prohibited.

You further acknowledge that any ideas, data, or conclusions contained in a manuscript remain the intellectual property of the authors until the work is officially published. You agree not to use or appropriate any unpublished material for personal research, professional gain, or competitive advantage. Additionally, you commit to handling all manuscript files and review documents securely, ensuring they are not accessible to unauthorized individuals.

To preserve the fairness and impartiality of the peer review process, you agree to disclose any potential conflicts of interest as soon as they are recognized. If you have prior knowledge of the authorship of a manuscript, have collaborated with the authors, or hold a competing interest that could compromise the objectivity of your review, you will notify the editorial board and recuse yourself if necessary.

By signing this agreement, you affirm that you understand and accept the responsibility to provide high-quality evaluations in good faith, maintain the confidentiality and ethical obligations of the review process, uphold the integrity of scholarly publishing, and maintain eligibility requirements for the duration of the review process. You recognize that failure to uphold these responsibilities may result in removal from the journal's reviewer pool and potential further action within the University of Notre Dame judicial system. Your participation as a reviewer reflects your dedication to academic integrity and the advancement of scholarly research.

Name: _____

Signature: _____

Date: _____