# Review Process

# The Sri Lankan Journal of Allied Health Sciences

## Screening by the Editorial Board

All the manuscripts submitted to the journal will undergo an initial process of assessment by the editorial board. Whether the article is matching with the scope of the journal, follow the author guidelines and the appropriateness of the methodology and statistical analysis will be checked at this step.

## Peer Review Process

Once a manuscript receives initial approval from the editorial board for review, it will undergo a **Double-Blind Peer Review Process**. Each article is evaluated by two reviewers, appointed based on their expertise. Attempts will be made to appoint the external reviewers outside the same faculty and the institution, as much as possible. Reviewers must submit their reports using the prescribed formats for different manuscript types (Annexures I, II, III, & IV). They are given one month to complete their review.

If the reviewers recommend any revisions the Editors would write to the author/s suggesting that the manuscript is appropriately amended and resubmitted within fourteen days. All revisions need to be highlighted in the revised manuscript and the revised version is needed to be submitted along with a response table (annexure V). If both reviewers reject the manuscript, it will be rejected. If one reviewer rejects and one reviewer accepts the manuscript, the opinion of the editorial board will be considered before appointing a third reviewer.

Editorials/letter to editor and commentaries will be reviewed by the editorial board only.

Upon the acceptance, the gally proofs will be sent to the authors for proofreading before publication.

All communications will be made with the corresponding authors via emails.

Any article authored by a member of the Editorial Board will be reviewed independently without any participation of the author. In such circumstances, two or more independent external reviewers are recruited. The authors do not take part in any of the decision-making processes and are always requested to leave the discussion site whenever such processes take place.

In case when the authors are not responding to the editorial board for more than a period of one month, such manuscripts will be rejected.

**Plagiarism policy**

The Sri Lankan Journal of Allied Health Sciences is firmly against any unethical act of copying or plagiarism in any form. Upon submission, all manuscripts will be checked for plagiarism by the editorial board using a recognized plagiarism detection software. If the percentage of plagiarism exceeds 20%, the editorial board will either demand a revision or reject the manuscript outright.

**Artificial Intelligence (AI) Policy**

According to SLJAHS's AI policy, authors are allowed to use generative AI and AI-assisted technologies in the writing process, and these technologies should only improve the readability and language of the work. However, AI and AI-assisted technologies have the potential to generate authoritative-sounding outputs that are either incorrect, incomplete, or false, and thus, authors are ultimately responsible and accountable for the contents of the work.

The authors must disclose the use of AI and AI-assisted technologies in their manuscript appropriately, including the full name of the tool used (with version number), how it was used, and the justification for use. This information will be included in the published articles in the SLJAHS. Upon the initial submission of the manuscript, this statement must be presented as a separate section at the end of the manuscript, preceding the references with the title of "Declaration of generative AI and AI-assisted technologies in the writing process". However, SLJAHS does not consider basic tools, such as tools used to check grammar, spelling, and references as AI and AI-assisted work. If you did not use any AI and AI-assisted technologies for writing, please declare that "AI and AI-assisted technologies were not used in the writing process".

SLJAHS does not permit the use of Generative AI or AI-assisted tools to create or alter images in submitted manuscripts.

If the research was originally conducted using AI and AI-assisted methodologies, it should be thoroughly explained in a reproducible manner in the methodology section, including relevant terms and conditions.

**Appeals and Complaints**

Authors have the right to appeal the editorial decisions or lodge complaints. Appeals must be submitted in written form to the editorial board, providing clear and detailed justifications.

**Retractions and Corrections**

- **Retractions** of the manuscripts will be made in case of serious flaws or errors in the research such as data manipulation, significant ethical breaches, data falsification, or major errors making its findings unreliable and not suitable for citations. This decision will be made by the editorial board.
- **Corrections**: If author(s) find a significant error after publication, **online versions of the article will be corrected** (if possible), and an erratum will be published online.

**Annexure I: Review form for Original Research Articles/Brief Reports/Clinical Audits**

**The Sri Lankan Journal of Allied Health Sciences**

**Manuscript Review Report – Original Research Articles/Brief Reports/Clinical Audits**

**Title of the paper:**

**……**

**……**

**Reference No: ……**

| S. No. | Content | Outstanding | Very Good | Good | Fair | Poor | Comments |
|---|---|---|---|---|---|---|---|
| 1. | Does the manuscript is within the scope of the journal and address the target audience of the journal? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 2. | Is the manuscript written following journal guidelines including all key components (abstract, introduction, methods, results, discussion, conclusion and references)? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 3. | **Title:** Does it appropriately reflect the study? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 4. | **Abstract:** Does it appropriately summarize the content of the manuscript? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 5. | **Keywords:** Do the keywords reflect the focus of the manuscript? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 6. | **Introduction:**<br>Does the introduction adequately describe the background, research question and specific objectives? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 7. | **Methods:**<br>Is the study design, sampling, sample size, data collection tools, data collection procedures and statistical analysis thorough and appropriate? | ☐ | ☐ | ☐ | ☐ | ☐ | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 8. | **Results:**<br>Are the results clearly and correctly laid out using appropriate analysis achieving the expected objectives of the research? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 9. | **Discussion**<br>Does the discussion reflect the implications of the findings in context of existing research? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 10. | **Conclusions**<br>Are the conclusions drawn appropriately based on the results and align with the objectives? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 11. | **Limitations:**<br>Does the manuscript clearly mention the limitations of the study? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 12. | **Ethical Compliance:**<br>Does the manuscript meet the ethical requirements? (if applicable) | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 13. | **References:**<br>Does the manuscript cite references appropriately and correctly, following the Vancouver style? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 14. | **Overall Organization**:<br>Is the manuscript well-organized and written well without grammatical, typographical and spelling errors? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 15. | **Originality**<br>Does the study contribute new knowledge to the field? The information given is not a repetition of what is already known? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 16. | **Impact of the Study** | ☐ | ☐ | ☐ | ☐ | ☐ | |

17. Your Recommendation:

**Accepted without any correction** ☐

**Accepted with minor corrections** ☐

**Accepted with major corrections** ☐

**Rejected** ☐

18. If the manuscript is rejected, please specify the reasons

.....
.....
.....
.....
.....

19. If accepted with minor revision or major revision, please provide suggestions for revising the manuscript. (Please use additional papers if needed)

.....
.....
.....
.....
.....
.....

20. Specific comments to the Editors, if any

.....
.....
.....
.....
.....

21. Do you wish to review the revised version of the manuscript?

☐ No. Editorial board can proceed with the revision

☐ Yes. I need to review the revised version

**Name of the Reviewer: …….**

**Signature: …….** **Date: ……**

**Annexure II: Review form for Systematic Reviews and Meta-analysis**

**The Sri Lankan Journal of Allied Health Sciences**

**Manuscript Review Report - Systematic Reviews and Meta-analysis**

**Title of the paper:**

**……**

**……**

**Reference No: ……**

| | **Content** | **Outstanding** | **Very Good** | **Good** | **Fair** | **Poor** | **Comments** |
|---|---|---|---|---|---|---|---|
| 1. | Does the manuscript is within the scope of the journal and address the target audience of the journal? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 2. | Is the manuscript written following journal guidelines including all key components (abstract, introduction, methods, results, discussion, conclusion and references)? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 3. | **Review question:** is the question clear, focused, and relevant? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 4. | **Abstract:** Does it appropriately summarize the content of the manuscript? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 5. | **Keywords:** Do the keywords reflect the focus of the manuscript? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 6. | **Introduction:**<br>Does the introduction adequately describe the background, research question and specific objectives? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 7. | **Methods:**<br>Are the search methods comprehensive and appropriate? How did the studies select? Do the studies are valid and relevant? Is the statistical analysis correct? | ☐ | ☐ | ☐ | ☐ | ☐ | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 8. | **Results:**<br>Was the data synthesized correctly? Are the results clearly and correctly laid out using appropriate analysis achieving the expected objectives of the research? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 9. | **Discussion**<br>Does the manuscript critically analyse the data? Does the discussion reflect the implications of the findings in context of existing research? Has the review conducted to minimize bias? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 10. | **Conclusions**<br>Are the conclusions drawn appropriately based on the results? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 11. | **Limitations:**<br>Does the manuscript clearly mention the limitations of the study? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 12. | **Ethical Compliance:**<br>Does the manuscript meet the ethical requirements? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 13. | **References:**<br>Does the manuscript cite references appropriately and correctly, following the Vancouver style? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 14. | **Overall Organization**:<br>Is the manuscript well-organized and written well without grammatical, typographical and spelling errors? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 15. | **Significance of the review** | ☐ | ☐ | ☐ | ☐ | ☐ | |

16. Your Recommendation:

**Accepted without any correction** ☐

**Accepted with minor corrections** ☐

**Accepted with major corrections** ☐

**Rejected** ☐

17. If the manuscript is rejected, please specify the reasons

……
……
……
……
……

18. If accepted with minor revision or major revision, please provide suggestions for revising the manuscript. (Please use additional papers if needed)

……
……
……
……
……
……

19. Specific comments to the Editors, if any

……
……
……
……
……

20. Do you wish to review the revised version of the manuscript?

☐ No. Editorial board can proceed with the revision

☐ Yes. I need to review the revised version

**Name of the Reviewer: ……..**

**Signature: ……** **Date: ……**

**Annexure III: Review form for Case Series/Reports/Case Studies**

**The Sri Lankan Journal of Allied Health Sciences**

**Manuscript Review Report - Case Series/Reports/Case Studies**

**Title of the paper:**

**……**

**……**

**Reference No: ……**

| | **Content** | **Outstanding** | **Very Good** | **Good** | **Fair** | **Poor** | **Comments** |
|---|---|---|---|---|---|---|---|
| 1. | Does the manuscript is within the scope of the journal and address the target audience of the journal? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 2. | **Adherence to the journal guidelines:** Is the manuscript written following journal guidelines including all key components (abstract, introduction, methods, results, discussion and references)? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 3. | **Uniqueness**: Is the case rare, novel, or significant in its implications? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 4. | **Abstract:** Does it appropriately summarize the content of the manuscript? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 5. | **Background:** Does the background adequately describe the significance and implication of the study? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 6. | **Case presentation:** Are the patient history, clinical findings, diagnostic methods, and treatment strategies described in | ☐ | ☐ | ☐ | ☐ | ☐ | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | detail? Are the data collection tools and data collection procedures thorough and appropriate? | | | | | | |
| 7. | **Intervention and treatment:** Are the interventions and treatments clearly and correctly explained? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 8. | **Discussion** Does the discussion reflect the implications of the findings in context of existing research? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 9. | **Conclusions** Are the conclusions drawn appropriately based on the results? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 10. | **Limitations:** Does the manuscript clearly mention the limitations of the study? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 11. | **Ethical Compliance:** Is patient consent clearly stated? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 12. | **References:** Does the manuscript cite references appropriately and correctly, following the Vancouver style? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 13. | **Overall Organization**: Is the manuscript well-organized and written well without grammatical, typographical and spelling errors? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 14. | **Clinical Insights**: Does the report offer valuable insights for clinical practice? | ☐ | ☐ | ☐ | ☐ | ☐ | |

15. Your Recommendation:

**Accepted without any correction** ☐

**Accepted with minor corrections** ☐

**Accepted with major corrections** ☐

**Rejected** ☐

16. If the manuscript is rejected, please specify the reasons

……
……
……
……
……

17. If accepted with minor revision or major revision, please provide suggestions for revising the manuscript. (Please use additional papers if needed)

……
……
……
……
……
……

18. Specific comments to the Editors, if any

……
……
……
……
……

19. Do you wish to review the revised version of the manuscript?

☐ No. Editorial board can proceed with the revision

☐ Yes. I need to review the revised version

**Name of the Reviewer:**

**……**

**Signature: ……** **Date: ……**

**Annexure IV: Review form for Study Protocols**

**The Sri Lankan Journal of Allied Health Sciences**

**Manuscript Review Report - Study Protocols**

**Title of the paper:**

**……**

**……**

**Reference No: ……**

| | **Content** | **Outstanding** | **Very Good** | **Good** | **Fair** | **Poor** | **Comments** |
|---|---|---|---|---|---|---|---|
| 1. | Does the manuscript is within the scope of the journal and address the target audience of the journal? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 2. | Is the manuscript written following journal guidelines including all key components (abstract, introduction, methods, results, discussion and references)? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 3. | **Title:** Does it appropriately reflect the study? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 4. | **Introduction:** Does the introduction adequately describe the background, research question, specific objectives and implication of the study? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 5. | **Methods:** Is the study design, sampling, sample size, data collection tools, data collection procedures and statistical analysis thorough and appropriate? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 6. | **Discussion** | ☐ | ☐ | ☐ | ☐ | ☐ | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Does the discussion reflect the implications of the findings in context of existing research? | | | | | | |
| 7. | **Conclusions**<br>Are the conclusions drawn appropriately based on the results? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 8. | **Ethical Compliance:**<br>Does the manuscript meet the ethical requirements? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 9. | **References:**<br>Does the manuscript cite references appropriately and correctly, following the Vancouver style? | ☐ | ☐ | ☐ | ☐ | ☐ | |
| 10. | **Overall Organization**:<br>Is the manuscript well-organized and written well without grammatical, typographical and spelling errors? | ☐ | ☐ | ☐ | ☐ | ☐ | |

11. Your Recommendation:

**Accepted without any correction** ☐

**Accepted with minor corrections** ☐

**Accepted with major corrections** ☐

**Rejected** ☐

12. If the manuscript is rejected, please specify the reasons

……

……

……

13. If accepted with minor revision or major revision, please provide suggestions for revising the manuscript. (Please use additional papers if needed)

……
……
……
……
……
……

14. Specific comments to the Editors, if any

……
……
……
……
……

20. Do you wish to review the revised version of the manuscript?

☐ No. Editorial board can proceed with the revision

☐ Yes. I need to review the revised version

**Name of the Reviewer: ……..**

**Signature: ……** **Date: …….**

**Annexure V**

## Response Table

**Title of the paper:**

**……**

**……**

**……**

**Reference No: ……...**

| **Reviewer 1** | | | | |
|---|---|---|---|---|
| **Comments** | **Before the Revision** | **After the Revision** | **Page Numbers** | **Remarks** |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| **Reviewer II** | | | | |
| **Comments** | **Before the Revision** | **After the Revision** | **Page Numbers** | **Remarks** |
| | | | | |
| | | | | |
| | | | | |
| | | | | |