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| **Introduction** |
| 1. NewTIFI Publishing’s Investment Management Journal (the “**Journal**”) is a peer-reviewed academic journal that publishes high-quality research and commentary in the field of investment management. |
| 1. This rules for submission document (the “**Rules for Submission**”) provides detailed guidelines for authors (the “**Authors**”) preparing submissions to the Journal. Adhering to these Rules for Submission will ensure a smooth review process and alignment with the Journal’s academic and stylistic standards. |
| 1. All submissions must be in English. Authors may choose either American or British English, at their sole discretion, but must apply the chosen variant consistently throughout the Title Page (as defined below) and Manuscript (as defined below). The Title Page and Manuscript must also conform to the formatting and citation requirements set out in these Rules for Submission. |
| 1. **Scope, Target Audience and Aims of the Journal** |
| 1. ***Topical and Geographical Scope*** 2. The Journal focuses on scholarly work in investment management and related disciplines. The Journal encourages contributions that advance understanding namely of fund structuring, capital raising, investment strategies, deployment, repatriation and distribution of capital, as well as liquidations, mergers, bankruptcy and liability. |
| 1. Said topics can and should be apprehended from a business, legal, regulatory and/or tax standpoint, and where appropriate include a component relating to new technologies applicable to the field. Purely off-topic submissions (*e.g.*, general economics or unrelated disciplines) will not be considered. |
| 1. The Journal shall primarily focus on contributions from the 3 leading fund jurisdictions (*i.e.*, the USA, Luxembourg and Ireland) while also welcoming input from other prominent fund jurisdictions within the global top 10 (*i.e.*, the Cayman Islands, Singapore, Hong Kong, Germany, France, the UK and Switzerland). |
| 1. ***Target Audience and Relevance*** |
| 1. The Journal’s aim is to bridge theory and practice, providing insights valuable to both investment professionals, researchers, and policymakers. The content should emphasise practical implications or theoretical advancements that contribute to the field of investment management. |
| 1. The Journal aspires to become the leading source of cutting-edge research and commentary in the field. Accordingly, Authors should ensure that their submissions make a clear and meaningful contribution to existing knowledge or professional practice. |
| 1. ***Aims*** |
| 1. The Journal strives to promote rigorous research and informed commentary. It particularly welcomes work that offers innovative perspectives or addresses contemporary challenges in investment management. |
| 1. The Journal’s double-blind peer review (see points **(101)** *et seq.*) ensures that published Research Articles (as defined below) and Commentaries (as defined below) meet high standards of scholarly excellence, originality, and relevance. |
| 1. Through dissemination of its Research Articles and Commentaries, the Journal seeks to support the exchange of ideas and best practices in investment management globally. |
| 1. **Submission Types and Length** |
| 1. The Journal accepts two (2) types of article submissions only: “**Research Articles**” and “**Commentaries**”. Each of these has specific requirements and length guidelines as outlined below. Submissions that do not fall into one of these two categories shall not be accepted under the Journal’s current scope. |
| 1. ***Requirements Common to Both Research Articles and Commentaries*** |
| 1. To ensure a uniform presentation of submissions and to preserve the integrity of the double-blind review process, contributors are kindly asked to *strictly adhere* to the instructions contained in these Rules for Submission when preparing (i) the title page (the “**Title Page**”) and (ii) the manuscript (the “**Manuscript**”) for their article submission. |
| 1. The following requirements apply to both Research Articles and Commentaries. |
| 1. Title Page |
| 1. *General Consideration* |
| 1. Each Manuscript for a Research Article and Commentaries must be accompanied by a separate Title Page, formatted in accordance with the official NewTIFI Publishing template, which can be downloaded here [***Drafting note: insert hyperlink***]. NewTIFI Publishing uses a *Verdana* font for all publications. |
| 1. *Content* |
| * *Title* |
| 1. A concise and informative title that clearly reflects the subject matter of the article. |
| * *Sub-title (if applicable)* |
| 1. A clarifying or narrowing indication of the article’s scope or thematic angle. |
| * *Author’s / Co-Authors’ Name* |
| 1. First name and last name of each contributing Author, listed in the order in which they should appear in the publication. |
| * *Academic and/or Professional Affiliation(s)* |
| 1. The current institutional or organisational affiliation of each Author, including the institution’s name and country (and where applicable the department). |
| 1. If Authors are unaffiliated, this should be explicitly stated. |
| * *Estimated Reading Duration* |
| 1. An estimated duration (in minutes) that an average reader might require to read the full article. |
| 1. As a matter of policy, Authors should estimate the duration based on an average reading speed of 6 minutes per page, and round the result to the nearest 5 or 10 minutes. |
| * *Abstract* |
| 1. A brief summary of the study, approximately 150–250 words, outlining the context, key findings, and implications. The abstract should be factual and succinct, as it will be used by readers to quickly assess the article’s content. It must be unnumbered and presented as a single paragraph, formatted as per the template. |
| * *Keywords* |
| 1. 3–12 relevant keywords or notions that capture the main topics of the article. Key words should be presented in all caps and separated by a dot (·), with no final punctuation (*e.g.*, RAIF · WELL-INFORMED INVESTOR · INVESTOR CATEGORISATION). These will be used for indexing and search purposes. |
| * *Quick Citation Reference* |
| 1. A recommended citation format in *both* (i) the Oxford University Standard for the Citation of Legal Authorities (OSCOLA) style and (ii) the Bluebook style for referencing the article: |
| * + *OSCOLA:* |
| 1. *Format*: [Author’s first name and last name], ‘[Title [: Subtitle]]’ [Year] [Volume]([Issue]) *Investment Management Journal*, NewTIFI Publishing, The New Technologies & Investment Funds Institute, [page numbers]. |
| 1. *Example*: Ezechiel Havrenne, ‘Luxembourg SICARs, SIFs and RAIFs, A 20-year Perspective on the “Well-Informed Investor” Notion’ (2025) 1(1-2) *Investment Management Journal*, NewTIFI Publishing, The New Technologies & Investment Funds Institute, 1-20. |
| * + *BlueBook:* |
| 1. *Format*: [Author’s first name and last name], [*Title* [*: Subtitle*]], [Volume number] Inv. Mgmt. J. (NewTIFI Publ’g, New Techs. & Inv. Funds Inst.) [Issue], [page numbers] [(Year)]. |
| 1. *Example*: Ezechiel Havrenne, Luxembourg SICARs, SIFs and RAIFs: A 20-Year Perspective on the “Well-Informed Investor” Notion, 1 **Inv. Mgmt. J.** (NewTIFI Publ’g, New Techs. & Inv. Funds Inst.) 1, 1–20 (2025). |
| * *Disclaimer* |
| 1. The following NewTIFI Publishing-approved disclaimer, as reviewed and tailored for the purpose of the Journal, shall always appear at the end of the Title Page: |
| 1. *“This article was authored by the individual(s) indicated above (each an “****Author****”) and has been subject to peer review. The views expressed herein reflect the Author’s experience and understanding of the subject matter at the time of writing. Given the dynamic nature of the investment management sector, these views may evolve over time. This publication is intended solely for academic and informational purposes. It does not constitute, and should not be relied upon as, legal, tax, regulatory, structuring, investment, or business advice from the Author, the peer-reviewers, or any affiliated individual or organisation. Furthermore, the content thereof does not necessarily reflect the official position of any entity with which the Author or peer-reviewers may be affiliated and or the one of the New Technologies & Investment Funds Institute. The New Technologies & Investment Funds Institute, the Author, and the peer-reviewers expressly disclaim any and all liability arising from reliance on the information contained in this article. Readers are advised to seek independent professional advice on any of the matters discussed herein*”*.* |
| * *Journal Home Page* |
| 1. The following link to the official home page of the Journal in which the article is being submitted, for external citation or indexing purposes: [**www.newtifi.com/publishing/journals/investment-management**](http://www.newtifi.com/publishing/journals/investment-management) |
| 1. Manuscript |
| 1. *General Consideration* |
| 1. The Manuscript of each article must be formatted in accordance with the official NewTIFI Publishing template, which can be downloaded here [***Drafting note: insert hyperlink***]. As abovementioned, NewTIFI Publishing currently uses a *Verdana* font for all publications. |
| 1. Authors are encouraged to use formal, neutral language and write in the third person. First-person singular should be avoided. Where personal opinion is relevant, formulations such as “the Author considers” or “in the Author’s view” are preferred. Do not include self-referencing statements in the text that reveal authorship (*e.g*., avoid “In our previous study (Smith, 2020) we demonstrated…”. Instead, write “Smith (2020) demonstrated…” and treat it like any other third-person citation, even if it is your own work). If citing your own prior work, you can still list it in footnotes without identifying it as your own. |
| 1. Authors should remove any acknowledgments or funding info that might identify you (this can be added back after the review process). They should also check document metadata (file properties in Word or PDF) to ensure Author’s name or institution is not embedded. |
| * *Introduction* |
| 1. The introduction must:  * present the subject matter clearly and concisely; * outline the objective of the article and provide essential background; * indicate the article’s scope (and methodology where relevant); and * avoid summarising conclusions prematurely. |
| * *Body* |
| 1. The body of the article should be structured in a coherent and logical flow using clearly titled sections, subsections, etc. in accordance with the template. Authors should use the Word paint brush to duplicate the relevant format for any new heading. |
| 1. Each section must develop a specific theme or legal/technical issue, supporting the argument with references to statutes, case law, scholarly work, and where appropriate, practice-oriented commentary. |
| 1. Footnotes should be used to elaborate complex legal points or cite references, and not in principle to continue argumentation that belongs in the main text. |
| * *Conclusion* |
| 1. The conclusion must summarise the key findings and reflections without introducing new arguments. |
| 1. It should reflect on the broader significance of the article’s content, its practical implications, and any prospective developments or reforms. |
| 1. *Formatting Consideration* |
| * *Header, Footer and Page Numbering* |
| 1. The Manuscript must not include running headers or footers other than those specified in the official NewTIFI Publishing Manuscript template. |
| 1. Page numbering must strictly follow the layout provided in the template. Authors are not permitted to alter the format, placement, font, or style of page numbers. |
| 1. As mentioned under points **(15)** *et seq.*, Authors must prepare a Title Page and submit it separately from the Manuscript. The Title Page will be added by the Editorial Committee once the Author receives the final decision that the article will be published. The Title Page will be counted in the final page numbering, but Authors should not concern themselves with pagination related to it. |
| * *Section, Subsection, and Paragraph Creation and Numbering* |
| 1. Every Manuscript is to be formatted as a Microsoft Word table composed of a single column and multiple rows. Each row should contain a single section heading, subsection heading or paragraph. Where a new row is needed, such new row must be inserted below the preceding one. |
| 1. Each row must begin with the correct numbering corresponding to the section, subsection or paragraph. Paragraphs in the body of the text must be sequentially numbered using Arabic numerals in parentheses (*e.g*., “(1)”, “(2)”, etc.). |
| 1. To ensure consistency, Authors should use the “Format Painter” (also referred to as the Word paint brush tool) to duplicate the formatting of an existing numbered row when inserting a new one, including style, spacing, indentation, and numbering. |
| * *Defined Terms* |
| 1. Terms used repeatedly (*e.g*., “Well-Informed Investor”, “Product Fund”, “CSSF”) should be defined upon first use and consistently capitalised thereafter. |
| 1. Use parenthesis and quotation marks, bold and dark blue, at first definition – for instance (the “**Product Fund**”) – and capitalise throughout the text without further quotation marks, bold or blue – and as per this example: – the Product Fund – unless redefined or used in a different sense. |
| 1. Defined terms should follow formal legal usage and avoid unnecessary acronyms unless industry standard. |
| * *Cross-references* |
| 1. References to other sections of the article must follow the format: “see point **(25)**” or “as discussed under points **(14)** *et seq.*” using parenthesis, bold and dark blue for the cross-reference. |
| 1. Avoid referencing by page number or vague references like “above” or “below” alone. |
| 1. Cross-references must be precise and updated when revisions affect numbering. |
| * *Citations and Footnotes* |
| 1. Citations must follow the *Oxford Standard for the Citation of Legal Authorities (OSCOLA)* or the *Bluebook* format at the sole discretion of the Author, but Author shall apply the chosen variant consistently throughout the Manuscript. |
| 1. Use footnotes for all citations. Do not use endnotes or inline references. |
| 1. Provide full citation details at first mention, with shortened forms used for subsequent citation (*e.g.*, “Ezechiel Havrenne, *Ibidem*”). |
| 1. Legislation should be cited using full titles and dates at first mention, abbreviated thereafter. |
| 1. Foreign legal materials should indicate the jurisdiction and, where appropriate, use standard translations. |
| 1. Academic articles must include author, title in single quotation marks, journal name in italics, volume, issue (if applicable), year in parentheses, and page span. |
| 1. Where an online source or document is cited, the full URL must be included, followed by the statement "last accessed on [date]". For example: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32013R0346> (last accessed on 24 June 2025). Authors are responsible for verifying that URLs are functional and lead to the cited material at the time of submission. |
| * *Use of Latin and Italics* |
| 1. Latin and other expressions such as *inter alia*, *ab initio*, *bonus pater familias*, *e.g.*, or *i.e.*,may be used and should appear in italics. |
| * *Numbers and Dates* |
| 1. Write numbers one to nine in words within the text, and use numerals for 10 and above (exceptions: always use numerals for measurements, *e.g*., “5%” or “3 km”, and for dates and page numbers). 2. Use a consistent date format, *e.g*., “15 July 2025” (day month year) or “July 15, 2025,” as long as it is consistent and unambiguous. For percentages, include the percent sign without a space (*e.g*., 75%). |
| 1. For decimals, use a period as decimal point and commas to separate thousands (if applicable in your chosen number format). |
| * *Units and Currency* |
| 1. Use standard international units (SI units) for measurements (with a space between the number and unit, *e.g*., “25 km”). If discussing currency, include the currency symbol or ISO code (*e.g*., USD, EUR) and format consistently (*e.g*., “US$1 million” or “EUR 1.5 billion”). Explain any non-standard units or less common currency at first mention. |
| * *Figures, Tables, and Equations* |
| 1. As noted for Research Articles, all figures and tables should be numbered and titled. In addition: |
| * *Figures* |
| 1. Ensure figures (charts, graphs, diagrams) are high resolution and clear. Preferred formats for figure files on submission are JPEG, PNG, or PDF. If the figure is not created by the Author, obtain written permission for its use and cite the source in the caption or in a footnote. |
| 1. In captions, explain any symbols or abbreviations used in the figure. Colour figures are allowed, but ensure they are understandable in grayscale if the Journal prints in black-and-white. |
| * *Tables* |
| 1. Design tables to be clear and not overly complex. Use table features (rows/columns) rather than inserting images of tables. Include units in headers where appropriate. Avoid overly long tables; very large datasets or tables should go in an appendix or supplementary file. Like figures, tables should be self-contained – a reader should understand the table from its caption and column headings without requiring excessive reference to the text. |
| * *Equations* |
| 1. If the Manuscript includes mathematical equations, they should be presented clearly. Display important equations on separate lines and number them consecutively. |
| 1. Define all variables either directly after the equation or in a nomenclature section. Use MathType or the equation editor in Word for consistency, or ensure LaTeX equations are properly rendered in the PDF. |
| 1. ***Specific Requirements*** |
| 1. Research Articles |
| 1. “**Research Articles**” are full-length, original scholarly contributions that advance understanding of legal, tax, regulatory and/or business issues in investment management |
| 1. *Content and Purposes* |
| 1. A Research Article should provide a rigorous and well-documented analysis of a topic within the Journal’s scope, with a particular emphasis on legal frameworks, tax treatment, regulatory aspects, business and operational developments, or comparative institutional practices relevant to investment funds and asset management. Acceptable methodologies include namely doctrinal legal analysis, normative argumentation, comparative legal study, regulatory impact assessments, case law or statutory interpretation, and empirically informed legal analysis. |
| 1. Research Articles should contribute meaningfully to academic and professional debates by offering novel interpretations, exposing unresolved issues, testing the application of legal or regulatory concepts in practice, or identifying normative inconsistencies. |
| 1. Submissions must be original, not previously published, and framed to be of relevance to both academic and practitioner audiences operating in jurisdictions that are prominent in investment management. |
| 1. *Length* |
| 1. Research Articles typically range from 5,000 to 8,000 words, including footnotes and references. This word count is a guideline; longer Manuscripts may be considered if justified by exceptional content subject to the written approval from the Journal’s co-editors-in-chief. Authors should strive for clarity and conciseness. |
| 1. Commentaries |
| 1. “**Commentaries**” are concise analytical contributions that provide timely, practical, and critical insights into recent developments, emerging trends, or pressing challenges in the legal, tax, regulatory, and/or business dimensions of investment management. |
| 1. *Content and Purposes* |
| 1. Commentaries are intended to offer a well-reasoned and clearly structured perspective on a specific issue of immediate relevance to investment fund professionals, legal practitioners, regulators, policymakers, or academics. Topics may include, but are not limited to analysis of new legislation, regulatory guidance, or consultation papers, case comments or judicial trends affecting fund structures or operations, reactions to market events or enforcement actions, commentary on soft law, supervisory practices, or industry standards, reflections on policy debates or pending reforms. |
| 1. While rooted in expert knowledge, Commentaries may adopt a more pragmatic and interpretive approach than full-length Research Articles. The objective is not to develop a comprehensive academic thesis but to stimulate critical reflection or inform professional practice through well-supported observations and argumentation. |
| 1. Commentaries are typically less formal in tone and may incorporate opinionated but substantiated viewpoints, provided the reasoning is clearly articulated and grounded in credible sources, professional experience, or legal precedent. |
| 1. Submissions must be original and unpublished. They may build on previous publications also by the same Author. They should aim to be accessible to both expert practitioners and academic readers, especially those engaged in the legal, regulatory, and structural aspects of asset and fund management across key jurisdictions. |
| 1. *Length* |
| 1. Commentaries typically range from 1,500 to 3,000 words, including footnotes and references. The tone should be precise and accessible, avoiding unnecessary technicality or excessive footnoting. Authors are encouraged to favour clarity, brevity, and relevance over exhaustive coverage. |
| 1. *Distinction from Research Articles* |
| 1. Unlike Research Articles, Commentaries are not required to present original doctrinal research or empirical findings. Rather, they aim to provide timely and authoritative thought pieces that respond to specific developments or offer focused reflections on practical issues. Commentaries are often more narrowly scoped, quicker to publish, and written with a view to immediate impact and accessibility rather than long-form scholarly debate. |
| 1. **Submission Process** |
| 1. Authors should submit their Title Page and Manuscript via the Journal’s online submission system on the NewTIFI Publishing website. The submission process is outlined below. Please prepare all necessary documents and information before beginning, and ensure that your Title Page and Manuscript comply with the sections above. |
| 1. *Do not email your Manuscript directly to the editors unless specifically instructed; all submissions should go through the official system for record-keeping and tracking purposes as indicated under points* **(86)** *et seq*. |
| 1. If you encounter technical difficulties with the online submission, email the editorial team at [imj.editorial@newtifi.com](mailto:imj.editorial@newtifi.com) [***Drafting note: create email address***] explaining the issue so that they can assist or provide an alternative submission method. |
| 1. ***Preparation of the Submission Files*** |
| 1. Title Page |
| 1. Create a separate Title Page document (in Word or PDF) that includes the items described under points **(15)** *et seq.* |
| 1. Manuscript File |
| 1. This is the main document prepared as per points **(32)** *et seq*. Ensure this file does not contain any identifying information about the Author(s). |
| 1. CV and Cover Letter |
| 1. Although optional, providing the Journal’s co-editors-in-chief (i) a CV and (ii) a cover letter is strongly recommended. |
| 1. In the cover letter, briefly introduce yourself and your personal achievements. Introduce the Manuscript by title and type (Research Articles or Commentaries). Briefly describe the significance of your submission and why it fits the Journal’s scope and audience. Confirm that the work is original, that all Authors have contributed and approved the final Manuscript, and that it is not submitted or published elsewhere. Disclose any potential conflicts of interest (*e.g*., any financial interest or affiliation that might be seen as influencing the research or viewpoints). If none, you can state, “The Authors declare no conflicts of interest”. You may suggest a few potential reviewers (with names and institutional emails) who are experts in the topic, or list anyone who should not be a reviewer due to conflict of interest. This is optional and the Editorial Committee may or may not use these suggestions. Keep the cover letter concise. This letter will not be shared with reviewers but is for the Journal’s co-editors-in-chief’s use. |
| 1. ***Access to the Submission System*** |
| 1. On the NewTIFI Publishing website, navigate to the Investment Management Journal section (<https://newtifi.com/publishing/journals/investment-management>) and click on “Submit a Research Article or Commentary” (you may need to log in or create a free “Open Member” account on the site if you have not done so: <https://newtifi.com/membership>). The submission system will guide you through steps to enter information and upload files. [***Drafting note: discuss this section with Karlo to create the relevant features on the website***] |
| 1. ***Uploading of Files*** |
| 1. The system will request you to upload the prepared files (*i.e.*, the Title Page, the Manuscript, the CV and Cover Letter). |
| 1. Make sure to label each file clearly in the upload interface, as follows: (i) date: *i.e.*,year.month.day\_(ii) document type: *i.e.*, Title Page, Manuscript, CV or Cover Letter\_(iii) Title of the Article (*e.g.* 2025.12.31\_Title Page\_Carried Interest and the Alignment of Interests - Rethinking the Legal Architecture in Alternative Investment Funds). |
| 1. Double-check that you have uploaded everything and that the documents are correctly labelled. |
| 1. ***Confirmation of Compliance & Acceptance and Submission*** |
| 1. Before finalising submission, review a generated proof or summary in the system. Ensure the files open correctly and the content appears as intended. |
| 1. Confirm the following statement by clicking the relevant boxes:  * The Author hereby confirms that this Manuscript is not under consideration elsewhere; * The Author hereby confirms having read, accepted and complied with the Rules for Submission [***Drafting note: insert hyperlink***]; * The Author hereby confirms having read and accepted the Privacy Policy [***Drafting note: insert hyperlink***]; and * The Author hereby confirms having read and accepted the Rights and Licensing T&C [***Drafting note: insert hyperlink***]. |
| 1. Where there are multiple co-Authors, the submitting Author must upload a duly dated and signed copy of each co-Author’s written approval of the submission and agreement to the same terms. The template written approval is available for download here [***Drafting note: insert hyperlink***]. |
| 1. Once you are satisfied, click “Submit”. [***Drafting note: discuss this with Karlo to create this feature on the website***] |
| 1. The system should (i) display a confirmation message and a Manuscript ID number (take note of this ID for any future correspondence) and (ii) automatically generate a submission confirmation email to the email indicated in your personal profile. If you do not receive an email within 24 hours, check spam folders or contact the Journal to confirm receipt. [***Drafting note: discuss this section with Karlo to create the relevant features on the website***] |
| 1. ***Post Submission Process*** |
| 1. After submission, you can log into the “submission system” at any time to check the status of your Manuscript (*e.g*., Under Review, Required Reviews Completed, or Acceptance for Publication / Rejection). [***Drafting note: discuss this section with Karlo to create the relevant features on the website, i.e. the submission system***] Members of the Editorial Committee will reach out via email if any further information is needed. Please be patient during the review process (for timeline expectations see point **(102)**). Avoid submitting the same Manuscript multiple times; if in doubt about the status, contact the editorial assistant at [imj.editorial@newtifi.com](mailto:imj.editorial@newtifi.com) for clarification rather than creating a duplicate submission. |
| 1. **Peer Review and Decision Process** |
| 1. As mentioned under points **(10)**, **(13)**, **(34)** and **(35)** the Journal employs a double-blind peer review system to evaluate all submitted Research Articles and most Commentaries. Double-blind review means that reviewers do not know the identity of Authors, and Authors do not know the identity of reviewers. This process is designed to promote impartiality and scholarly integrity. |
| 1. The Journal is committed to an efficient review process. While times can vary, the goal is to complete the initial review (from submission to first decision) within 6-8 weeks on average. Sometimes delays occur if suitable reviewers are difficult to secure or during holiday periods. The editorial team will endeavour to keep Authors informed if there are unusual delays. Authors can assist in this process by suggesting potential reviewers in their cover letter (as long as those suggestions are not from the same institution or close collaborators) and by ensuring their submission is complete and well-prepared. |
| 1. Below is an overview of how the peer review process works and what Authors can expect. |
| 1. ***Initial Editorial Screening & Anonymity*** |
| 1. Once a Manuscript is submitted, it is first reviewed by the editorial team (typically one of the co-editors-in-chief and/or a designated associate editor) to ensure it fits the Journal’s scope and meets basic quality and formatting criteria. At this stage, the editor checks for adherence to submission guidelines, originality, and relevance. |
| 1. Manuscripts that are out of scope, grossly non-compliant with formatting, or of obviously insufficient quality may be rejected without external review. |
| 1. This step prevents overburdening reviewers with unsuitable articles and gives Authors a quick decision if the submission is not a potential fit. |
| 1. The editorial staff will ensure that the version of the Manuscript sent out for review does not contain any identifying information about the Authors (per the guidelines given namely under points **(34)** and **(35)**, Authors should have already anonymised the Manuscript). |
| 1. Likewise, reviewers’ identities are not revealed to the Authors at any point. To maintain anonymity, correspondence with Authors about reviews will be handled by one of the co-editors-in-chief and/or the editorial team. |
| 1. If a reviewer somehow discovers the Author’s identity or has prior knowledge of the work (which can happen in specialised fields or if a preprint is online), they are expected to recuse themselves to preserve fairness. Authors should likewise refrain from revealing on social media or elsewhere that they submitted a particular piece to the Journal while it is under review, to maintain the integrity of the double-blind process. |
| 1. ***Assignment of Reviewers*** |
| 1. For Manuscripts that pass the initial screen, the Editorial Committee will assign reviewers. |
| 1. Typically, two independent reviewers are selected for each Research Article. Reviewers are experts in the relevant subject area; the Journal primarily relies on members of its Editorial Committee to serve as reviewers (as Journal’s editorial board is composed of experienced scholars and practitioners in investment management). In some cases, external reviewers (outside the Editorial Committee) may be invited if specific expertise is needed. |
| 1. For Commentaries, the review process may be slightly streamlined: a member of the Editorial Committee may review and provide feedback, or a single external review might be sought, depending on the nature of the piece. All reviewers are instructed to keep the Manuscript and their review confidential. |
| 1. ***Review Criteria*** |
| 1. Reviewers are asked to evaluate the Manuscript on several criteria, including: |
| 1. Relevance and Scope |
| 1. Is the Manuscript appropriate for the Journal? Does it address a topic of interest to the investment management community? |
| 1. Originality and Contribution |
| 1. Does the work add new knowledge or insights? Is it sufficiently novel compared to existing literature? |
| 1. Argumentation & Coherence |
| 1. Are the research design and analysis methodologically sound and well executed? Is the perspective or argument well-reasoned and substantiated? Does the Author support opinions with appropriate evidence or references? |
| 1. Clarity of Presentation |
| 1. Is the article well-written and organised? Are concepts explained clearly? Do figures/tables (where applicable) enhance understanding? |
| 1. Scholarly Context |
| 1. Does the Manuscript appropriately cite relevant previous work? Reviewers will check for major omissions in literature or potential plagiarism issues. |
| 1. Formatting and Style |
| 1. While reviewers are not copyeditors, they may note significant departures from the required style or any issues that need fixing (*e.g*., missing references, unclear figures). |
| 1. ***Reviewers’ Reports*** |
| 1. After evaluating the Manuscript, each reviewer will submit a report to the co-editors-in-chief. This report usually includes:  * A summary/abstract of the Manuscript; * A brief assessment of strengths and weaknesses; * Specific comments and suggestions in revision marks for improvement embedded directly in the Word document of the Manuscript; * A recommendation, which can typically be one of:   + “Acceptance” without revisions (rare on first submission);   + “Minor Revisions” (acceptable with some changes);   + “Major Revisions” (needs substantial changes and another round of review); or   + “Rejection” (not suitable for publication). |
| 1. ***Editorial Decision*** |
| 1. The co-editors-in-chief (or handling editor(s)) considers the reviewers’ recommendations and comments. They may also ask for the opinion of the Editorial Committee. The final decision shall take into account the feedback:  * if both reviewers recommend Acceptance or Minor Revisions, the co-editors-in-chief will likely request the Authors to make Minor Revisions; * if one or both reviewers call for significant changes, the decision may be Major Revisions (with an option to resubmit); or * if the flaws are too fundamental, the decision shall most often be an outright Rejection. |
| 1. In all cases, Authors will receive a decision letter. This letter will include the formal decision and an anonymised compilation of the reviewers’ comments (and any additional guidance from the editor or Editorial Committee). These comments are intended to help Authors improve their article, whether for the Journal (in case of a revise decision) or for elsewhere (in case of rejection with useful feedback). |
| 1. ***Revision Process*** |
| 1. If invited to revise (minor or major revisions), Authors will usually be given a timeline (*e.g*., within 3–5 weeks for major revisions, or 1–2 weeks for minor ones) to submit a revised Manuscript. Where a reviewer’s and editor’s comments have been rebutted by the Authors, the revision should be accompanied by a detailed response in the comment section. |
| 1. ***Re-review*** |
| 1. Revised Manuscripts may be sent back to the original reviewers for a second evaluation especially if major changes were requested. The reviewers will verify if their concerns have been addressed. They may either recommend acceptance, further editing, or rejection if the revision is not adequate. |
| 1. Sometimes, for minor revisions, the editor may – with the approval of the co-editors-in-chief – bypass sending to reviewers and make a decision directly if the changes are straightforward. |
| 1. ***Final Decision*** |
| 1. After any necessary revision rounds, the co-editors-in-chief will make the final decision. If the Manuscript is accepted, the corresponding Authors will be notified of acceptance and the Manuscript will move into the publication pipeline (copyediting, proofing, etc.). |
| 1. If the Manuscript is ultimately rejected, the decision letter will indicate the reasons. Even in cases of rejection, Authors are encouraged to use the feedback received to improve the work for submission to another venue or as a significantly reworked new submission to the Journal in the future (unless the decision precludes resubmission – the co-editors-in-chief will specify if a resubmission is welcome or not). |