

## REVIEWERS' GUIDE

The objective of **ÑAWI: arte.diseño.comunicación** is to publish original articles on Visual Communication, Art, and Design. The priority criteria for the selection of articles are the quality and importance of the research fields. Contributions must have duly supported objectives and concrete applications to Social Sciences and Humanities (Sociology, Psychology, Anthropology, Aesthetics, Semiotics, History, and Philosophy), mainly in the context of Ecuador and Latin America. All contributions are subject to blind peer review.

### BLIND PEER REVIEW

The peer review process is a refereeing system that indicates how the selection and approval of articles to be published is made. It is used to measure the quality and the scientific rigor of a contribution; the scrutiny is generally done by specialists of equal rank to the author.

The process is based on blind or anonymous peers and helps even more to the veracity and objectivity of the review since neither the author, nor the reviewer will know the name in the process.

The peer review process is important to the journal and reviewers because:

- It maintains the standards of the scientific process
- Improves the quality of the journal
- Improves knowledge in the field of expertise
- Increases reputation and visibility
- Adds an important element to the reviewer's resume

### IMPORTANCE OF ARBITRATION

**ÑAWI** uses an anonymous peer review system. Each article will be reviewed by at least two assigned professionals and in case of discrepancy in criteria, the article will be submitted to a third reviewer, thus being an important factor that contributes to guaranteeing the objectivity of the review and its integrity.

It is important that the reviewers know the principles and basic rules that must be followed in the review process, so it is expected that this document provides pertinent information to both reviewers the authors, and the editorial staff.

The guidelines indicated here will be an aid for the review of articles and not a limitation. The reviewer may include aspects that he/she considers pertinent in the review process to contribute to the improvement of the scientific content of the article submitted.

Given the relevance of this process within the editorial system, it has to be considered to elaborate a document to serve as a guideline for both reviewers and members of the editorial process.

## MAIN RULES

Reviewers should take into account the following general rules:

- They should accept articles that are within their area of expertise and knowledge. In the case of receiving articles from another area of expertise, please indicate this when declining the request for the review of the article.
- You should accept the article as long as you know that you will be able to comply with the suggested time.
- Submit comments and suggestions to the articles maintaining objectivity and with observations that contribute positively to the improvement of the article, thus omitting any comment that may be hostile or susceptible to misinterpretation.
- Avoid biased observations for reasons that are not strictly related to the article, i.e.: biases due to nationality, gender, ethnicity, religion, or any other criterion different from the scientific content of the document.
- If there is any conflict of interest with any article, please indicate it immediately and, before declining the review, ask for advice from the editorial members, since it is important to maintain the objectivity of the document.
- Do not use the content of the article subject to review for personal purposes.
- Do not disclose the information contained in the articles under the review.
- Do not delay the review of an article out of personal interest in the topic of the article being reviewed.
- Promptly report any inconvenience to meeting the review time.
- Do not involve a third party in the review.
- Immediately notify us if you detect irregularities regarding the originality of the document.

## RECOMMENDATIONS FOR THE PREPARATION OF THE EVALUATION REPORT

- It is not requested to rewrite the article but to contribute with suggestions for improvement of the document, in scientific aspects and clarity of exposition of arguments.
- The editors ask the reviewers to comment on aspects of the article such as scientific rigor, originality if it is appropriate for the subject matter of the journal, clarity and synthesis in its exposition, structure, and balance of its content, references of related works under the formats indicated by the journal.
- You should clearly explain your judgments about the article with duly justified arguments so that editors and authors can clearly understand your argument.
- Write comments on the review of the article emphasizing the positive aspects of the manuscript and then indicate the suggested improvements.
- Write avoiding hurtful or misinterpreted expressions.
- Make sure that your comments and recommendations for the editor are consistent

with the corresponding report to the authors.

- In no case should it be suggested that references to articles written by the reviewer or associates be included in the articles; any suggestion should be made for strictly scientific purposes.
- Consider the following fundamental aspects when reviewing the structure of the article: clear hypothesis and objectives, clear, correct, and orderly description of the methods used, adequate and pertinent methods for the proposed purposes, correct presentation and analysis of the results obtained, congruent conclusions and sufficiently validated by the data, do not include speculations or deductions that are not supported by the results.
- If there are suspicions of plagiarism, fraud, or any other ethical argument, immediately inform the [Code of Ethics and Good Publication Practices](#) or the [Committee On Publication Ethics](#) for more information.

### THE REVIEW PROCESS

**Originality:** The article should be considered sufficiently novel to be considered a scientific dissemination article. One way to verify originality is to consult the related literature and analyze the relevance or added value in the integrated article.

**Structure:** The “title” of the article should be checked to ensure that it describes the essence of the topic. The “abstract” should reflect the content of the article. The “Introduction” explains the importance, the justification of the topic, and the literary support. In addition, a clear description of the “materials and methods”, a detailed explanation of the “results obtained”, the “discussion” about them, and the “conclusions” should be presented.

**Abstract:** Synthesis of the whole content of the article in 300 words (maximum).

**Introduction:** The importance of the topic, the justification of the research, and the relevant literature that supports the hypothesis and objectives should be indicated. Although it is not suggested, a specific *literature review* chapter may be included, where the contribution of the article concerning past publications is clearly indicated. The background should be supported by a recent bibliography so that the current level of the topic is known. Only citations from articles published in edited journals or from doctoral theses will be accepted. Citations from theses or undergraduate works will not be accepted.

**Materials and Methods:** To answer questions:

Where, when, and how was the research conducted? The author must describe the procedures used, the measurements and units of the variables, the sample design, the data sources, and the statistical analysis. Sufficient information must be provided so that any researcher can replicate the study. Likewise, it must be verified that good practice and ethics have been followed in the use of data, information, and participation of study subjects, especially when publishing the results of research conducted on humans and/or animals, for example: proof of approval by an ethics committee.

**Results and Discussion:** This section should provide answers to the questions: what happened and why? , what is the significance of the results? And how do they relate to the hypotheses put forward? To this end, the facts arising from the application of the methodology shall be presented in a logical and objective order, using tables and figures.

It is not enough to present results, but they must be interpreted based on clear, objective, and

impartial reasoning. In addition, it should argue its significance concerning what has been stated by other authors, discuss the possible causes of such differences or similarities, and raise options for future studies.

In this section, the author must test his/her hypothesis. Therefore, it is important that the discussion is based on the results and that it is consistent with the objectives and methodologies described in the preceding chapters. He/she should avoid explaining numerical differences not supported by tests and statistical practices. Nor he/she should refer to the variables not measured in the research. In any case, propositional or speculative explanations are valid as long as they are duly supported by bibliographical references or by clear and correct reasoning.

**Conclusions:** Indicate the contributions to knowledge supported by the demonstrable and verifiable results of one's own work, not of other people's research. No conclusion should be argued or based on assumptions. Do not number the conclusions or use abbreviations not generally accepted, but full terms, so that the reader does not have to resort to other parts of the text to understand them.

**References:** Verify that the APA 7<sup>th</sup> edition standard has been followed in citing and referencing sources, that links to sources are correct, and that the *doi* (digital object identifier) is indicated if applicable.

**Plagiarism:** Great care should be taken to verify that there is no suspicion of plagiarism, fraud, or any other ethical concern regarding the article. In case of any detection, you should notify the editor.

## PUBLICATION DECISIONS

The reviewer will indicate to the editor his/her decision regarding the publication of the article, the options are:

- **NOT PUBLISHABLE:** If the article is poor in quality of its content or outside the focus of the journal.
- **PUBLISHABLE WITH MINOR MODIFICATIONS:** This option will be selected if the article is ready to be published but needs to make minor corrections (improve writing, expand explanations, etc.)
- **PUBLISHABLE WITH MAJOR MODIFICATIONS:** In this case the article will have to correct some methodological processes, results, and extension of analysis, among others. All those changes imply that the original essence of the article would be altered.
- **PUBLISHABLE:** If the reviewer selects this option it will be because the article does not need any correction.

## DESCRIPTION OF THE PROCESS ON THE WEB PLATFORM

### Invitation

You may be invited by email to be part of the reviewers' process. If you accept you must enter the link: <https://nawi.espol.edu.ec/index.php/nawi/user/register?source=> to enter the ÑAWI platform.

If you have previously registered in ÑAWI, you must enter your existing username and password, otherwise, you must register as a new user, so that you can later participate in the review process.

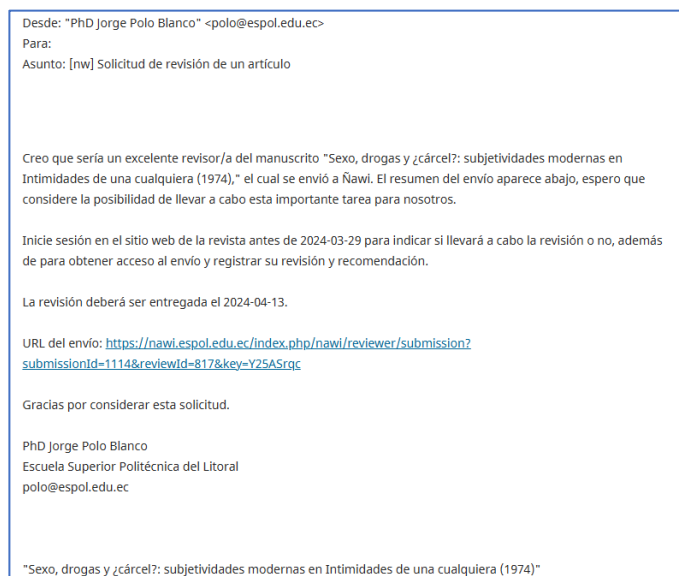


Fig.1 Invitation as an article reviewer

## Review Process

1. In the text of the email, there are some active links, shown in blue, as shown in Fig.1. The first link will allow you to accept or reject the review request, see Fig 2.

SUBMISSION URL: <https://nawi.espol.edu.ec/index.php/nawi/reviewer/submission?submissionId=1114&reviewId=817&key=Y25ASrqc>

Fig.2 Link to accept/decline the review invitation

2. Clicking on the "Submission URL" link will bring up a screen as shown in Fig.3.

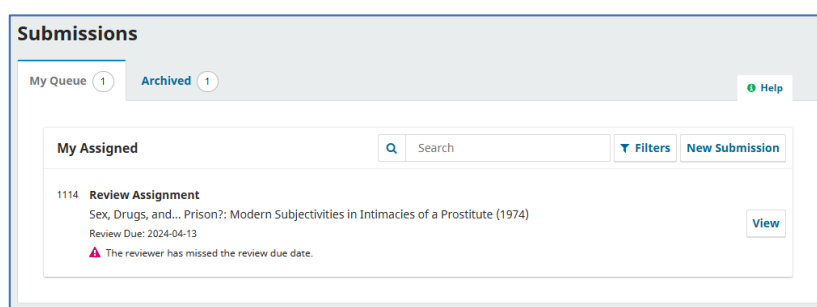


Fig 3. Assigned submission screen

In this screen, you can view the article invitations assigned to you. Each request is identified by a numeric code, the title of the article, the estimated date to accept/reject the invitation, and in case of acceptance, the estimated date by which the journal expects the review.

To proceed with a particular review, click on the [VIEW] button located on the right side of the request. You will then be presented with the following screen:

**Review: Sex, Drugs, and... Prison?: Modern Subjectivities in Intimacies of a Prostitute (1974)**

1. Request 2. Guidelines 3. Download & Review 4. Completion

**Request for Review**  
You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

**Article Title**  
Sex, Drugs, and... Prison?: Modern Subjectivities in Intimacies of a Prostitute (1974)

**Abstract**  
The aim of this paper is to analyse the film *Intimidades de una cualquiera* (1974) by Armando Bó and Isabel Sarli in relation to the social, economic, and cultural modernisation of the 1960s and 1970s. We consider the prison to be the key space-concept of the film in which the complex reformulation of sexual, religious, and economic subjectivities is concentrated. Within the broader theoretical framework of modernity, we establish a dialogue between the history of gender and sexuality, reception studies, critical theories of spectatorship and the recent critical reevaluation of exploitation cinemas. From this perspective, we argue that the production, narrative, and reception of the film are grounded in subjective and institutional contradictions that transcend any simple dichotomy between tradition and modernity.

**Review Type**  
Anonymous Reviewer/Anonymous Author

**Review Files** [Search](#)

File	Submitted	Type
5086 Artículo Anónimo.docx	March 8, 2024	Article Text

[View All Submission Details](#)

**Review Schedule**

Editor's Request	Response Due Date	Review Due Date
2024-03-08	2024-03-29	2024-04-13

[About Due Dates](#)

**Competing Interests**  
This publisher has a policy for disclosure of potential competing interests from its reviewers. Please take a moment to review this policy.  
[Competing Interests](#)

☒ I do not have any competing interests  
☐ I may have competing interests (Specify below)

[Accept Review, Continue to Step #2](#) [Decline Review Request](#)

Fig.4 Request

This screen shows the following sections:

- Request for Review
- Article Title
- Abstract
- Review Type
- Review files
- Review Schedule
- Competing Interests

Note that:

- Under the *Review Type*, “anonymous review” is indicated.
- In *Review files* an active link to the file is provided, you must click on this link to download the file to review.

- In the *Review Schedule*, it indicates the date of the request, the deadline to answer if you accept or reject the review request, and the deadline to send the review, in case of acceptance.
- In the *Competing Interests* section: check the appropriate option regarding your position as a reviewer. In addition, to be a reviewer we require your express consent to the use of your data in accordance with the policy statement.

At the bottom of the screen, there are two options:

- Click **“Accept Review, Continue to Step #2”** if the item is within your area of expertise, and you agree to the dates for the review of the item.
  - Click on **“Decline Review request”**, if the topic is within not your area of expertise or you do not agree with the dates for the article review.
3. If you have clicked on “Accept Review”, a new section called “Guidelines” will appear. In this section, you will see the instructions for performing the review, see Fig.5.

**Review: Sex, Drugs, and... Prison?: Modern Subjectivities in Intimacies of a Prostitute (1974)**

1. Request 2. Guidelines 3. Download & Review 4. Completion

**Reviewer Guidelines**

Unpublished manuscripts are confidential documents. Therefore, the reviewer should refrain from discussing it with another colleague or using it as a class or research material.

We ask reviewers to declare any conflict of interest in submitted manuscripts. In your role as a reviewer, you will advise the editor on the quality and relevance of the submitted work. It is the editor who makes the final decision based on the reviewer's conclusion in terms of rejection or acceptance.

This is an anonymous review process, so be sure to make your comments in such a way they can be publicly supported.

Preferably, reviewers can upload the article they evaluated with their comments and suggestions in the text, even though they are not required to submit a review article, but an anonymous review must be guaranteed. See the video example of how to save a file with an anonymous review in the following link: [Guarantee an anonymous revision - Word, Excel, PowerPoint](#).

The NAWI review process requires reviewers to fill out the review form, which synthetically evaluates the following:

- Knowledge of the current state of the subject
- The bibliography is relevant and up-to-date
- Correspondence of the objectives and / or hypotheses with the ideas, proposals, approaches, deficiencies or limitations in knowledge discussed in the theoretical framework of the research
- The methodological approach and the techniques used are adapted to the objectives and / or hypotheses formulated
- Charts and graphs are meaningful and necessary
- The sources used are adequate and complete for the case
- The analysis of the data and the structure of the argument are correct
- The results are adequate with the objectives and / or hypotheses raised
- The conclusions are solidly supported by the research results
- It is clearly stated what the contributions of the article are, and how they contribute to expand, complete or discuss what is known so far
- Relevance and scientific interest of the work: originality and novelty of its approach (subject studied, theoretical approaches, methodological procedures, consulted sources, etc.), execution and / or results
- Existence of other works already published that reduce interest, originality or novelty to the subject, approach, execution and / or results of the work
- The structure of the text is adequate and includes the necessary elements to assess it: introduction, methodology, theoretical framework, argumentation and conclusions
- The presentation is clear and understandable from a formal point of view

For each article evaluated, the reviewer must select a rating from the following parameters: Deficient, Questionable, Well, and Excellent.

Next, the reviewer must issue his/her decision on the publication of the article, selecting one of the following options:

- NOT PUBLISHABLE
- PUBLISHABLE WITH MINOR MODIFICATIONS
- PUBLISHABLE WITH MAJOR CHANGES
- PUBLISHABLE

Finally, the reviewer is encouraged to include recommendations for the author and recommendations for the editors.

[Continue to Step #3](#) [Go Back](#)

Fig.5 Guidelines

Once you have read the instructions for the review, at the bottom of the page, click on “Continue to Step #3”.

4. In section 3 of “Download & Review,” the reviewer will see the following screen:

**Review: Sex, Drugs, and... Prison?: Modern Subjectivities in Intimacies of a Prostitute (1974)**

1. Request 2. Guidelines 3. Download & Review 4. Completion

**Review Files** [Q Search](#)

5086 [Artículo Anónimo.docx](#) March 8, 2024 Article Text

**Reviewer Guidelines**  
[Review Guidelines](#)

**REVIEW REPORT**

**1. Knowledge of the current state of the subject \***

☐ Deficient  
☐ Questionable  
☐ Well  
☐ Excellent

**2. The bibliography is relevant and up-to-date \***

☐ Deficient  
☐ Questionable  
☐ Well  
☐ Excellent

Fig.6 Review form

At the top, you will see the title of the article. On the next line, the sections of this process, you are in section 3, you can go back to a previous section by clicking on the corresponding section title. Further on you will see “Review files” followed by one or more links that you can click on to download the corresponding files.

Next, the “Review Report” is presented. The form consists of 14 criteria which must be rated between excellent, good, fair, or poor. Additionally, at the bottom, the “Final Assessment” criterion is shown, in which the reviewer must select one of the indicated options, see Fig.7.

The reviewer must fill in the following boxes: Comments for the author.

**FINAL ASSESSMENT \***

☐ NOT PUBLISHABLE  
☐ PUBLISHABLE WITH MINOR MODIFICATIONS  
☐ PUBLISHABLE WITH MAJOR CHANGES  
☐ PUBLISHABLE

**COMMENTS FOR THE AUTHOR \***

Fig.7 Decision on the publication of the article

The next section is UPLOAD: in this section, you can upload a file with corrections, and/or you can open a discussion with the editor and author(s), Fig.8.



**Upload**  
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

**Reviewer Files** Q Search Upload File

No Files

**Review Discussions** Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

**Recommendation**  
Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

Submit Review Save for Later Go Back

Fig.8 Upload section

If the reviewer has generated a file with the revisions, you can upload it in “Reviewer files”, on the right side you will find the button “Upload File”, click and follow the instructions to locate and upload the file. Remember that the review is anonymous, therefore, the review file should not contain your personal data.

In the “Review Discussions” section, you can view the discussions open for this review. To enter a discussion, just click on the title of the discussion. You can also open a discussion with the editors or the author of the article. To do so, click on “Add discussion”.

The last section is the “Recommendation” section, in this section select what is your recommendation to the editors and select an option from the drop-down list. Fig 9.

**Recommendation**  
Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

- Choose One
- Accept Submission
- Revisions Required
- Resubmit for Review
- Resubmit Elsewhere
- Decline Submission
- See Comments

Submit Review Save for Later Go Back

Fig 9. Recommendation

The selected option should be consistent with the evaluation and decision indicated above.

Finally, to finish the review process, click on the “Submit Review” button.

5. You will go to section 4 “Completion” to indicate that the review process was successfully completed.
6. At the top left of the screen, the “Return to submissions” option will take you to the main screen, described in step 2.

If the reviewer obtains a different result from the one described or an error message from the platform, please contact the editor.