

## **INSTRUCTIONS FOR COMPLETING THE ARBITRATION FORM**

The article to be evaluated must meet the following arbitration criteria: The only rating that does not require justification is "excellent." For all other ratings (good, fair, and poor), you must explain the specific problems according to the criteria. Whatever your overall opinion, you must justify it; use additional sheets if the space provided in the form is insufficient.

Reviewers must not input manuscript content into artificial intelligence tools that store, reuse, or process the entered text on external servers, as this violates the principle of confidentiality inherent in the peer review process.

If AI tools are used solely to support the writing of the review report (for example, to improve clarity or formal correctness of the text), this must be reported at the end of the report, in the "Justification of the Evaluation" section. In that case, the use made, the AI tool or model used, the version, and the date of use must be declared (Example: *I used an artificial intelligence tool to improve the formal writing of this review report, consisting of a locally executed language model (Llama 3, Meta), between August 20 and 25, 2025*).

Reviewers are responsible for any AI-generated content they include in their reports, including its accuracy and appropriateness.

The following guidelines will help you complete your submission:

### ***Title:***

- The title should not exceed twelve words.
- It should reflect the content of the article.
- Avoid highly specific references, which should be included in the abstract.

### ***Abstract:***

- All information must be taken from the article text.
- Abbreviations, acronyms, initialisms, symbols, formulas, codes, and quotations should not be included.
- Brief introduction justifying the topic.
- Objectives: The general objectives of the research.
- Methodology: A concise summary of the methods and techniques used in the research process.
- Results: Main findings from the development of the paper.
- Conclusions: A summary of the research findings.

### ***Body of the manuscript:***

- Correct use of language and grammar.
- Coherent and balanced internal organization.
- Studies on reality must be empirically demonstrated.
- All empirical information must include the source and theoretical framework.
- The author's opinion of what should be should not be considered a theoretical framework.
- The contribution of the article's author(s) must be clearly stated.
- Avoid including data not used in the analysis.
- The presentation must respect copyright.

**Conclusions:**

- They should not be a repetition of the results.
- They should be a reflective elaboration of the results with a high level of abstraction.
- Avoid quotations.

**Recommendations, if any:**

- They should arise from the research results presented in the paper.

**References:**

- They should include recent sources.
- They should include references to peer-reviewed scientific journals.

**General opinion of the evaluation:**

- **Publishable without modifications:** The paper has no issues, either in form or content.
- **Publishable with minor modifications:** The paper primarily requires stylistic revisions.
- **Publishable with substantial modifications:** The paper requires significant, but correctable, substantive revisions.
- **Not publishable:** The paper has both stylistic and substantive problems that require rewriting the article.

**Justification of the evaluation**

Use primarily if the decision is **Not Publishable** or if the evaluation carried out warrants further elaboration in some aspect.

**Clarifications on the final recommendation options:**

- **Accept Submission:** It is ready to go to Editing as is.
- **Revisions Required:** It requires minor changes that can be reviewed and accepted by the editor.
- **Resubmit for Review:** It requires significant changes and another round of peer review.
- **Resubmit to Another Venue:** This does not seem to be a good option for the focus and scope of this journal.
- **Decline Submission:** It has too many weaknesses to be accepted.
- **See Comments:** If none of the above recommendations make sense, you can leave a comment for the editor detailing your concerns.