

*Feminist Economics*  
**GENERAL EDITORIAL PROCEDURES  
AND MANUSCRIPT CENTRAL GUIDE**  
**December 2016**

**Submission Procedures:** Manuscripts should follow the journal's submission and style guidelines and conform to the journal's Editorial Policies, Conditions of Submission, and Style Guidelines. These policies and guidelines can be found on the *Feminist Economics* website at <http://www.feministeconomics.org>. All submissions should be made online at the *Feminist Economics* Manuscript Central website (<http://mc.manuscriptcentral.com/rfec>). Submissions should be made via the Author tab. For questions and a user guide, please use the "Help" button at the top right of every screen. Articles should be written as clearly and as concisely as possible, with the goal of broad accessibility to an international audience of economists, scholars in related fields, and feminists concerned with economic issues.

### **Reviewing Procedures**

**Please read Appendix I for Information on getting started with Manuscript Central.**

**Full-Length Articles:** The journal Editors manage the manuscripts in consultation with each other. Typically, one journal Editor will carry out actions for a particular manuscript on Manuscript Central. The journal Editors will assign each manuscript to one of the Associate Editors through the Manuscript Central site (<http://mc.manuscriptcentral.com/rfec>). The Associate Editor assigned to a paper should undertake an initial check of the manuscript to confirm whether the paper merits a full review (see below for a detailed discussion of the handling of papers that may not merit a full review). If the paper is to be reviewed, Associate Editors will use Manuscript Central to invite **three or more** reviewers using the procedures described in Appendix 2. One of the reviewers should be based outside North America. Reviewers may accept Associate Editors' invitations by either (1) e-mailing the Associate Editors directly, (2) clicking on the "agree to review" link in the invitation email, or by (3) logging on to Manuscript Central and recording their responses in the Review section.

If reviewers choose the first option, the Associate Editor must record the reviewers' responses on Manuscript Central by using the procedures described in Appendix 3. Once a reviewer's response has been recorded on Manuscript Central, the system will automatically generate an e-mail message signed by the Associate Editor to send to the reviewer. The message will acknowledge the reviewer's response to the invitations. At this point, the Associate Editor has the opportunity to revise the email message, but must also ensure that any revisions do not substantively change the content of the message.

If a reviewer chooses the second option, the Associate Editor will receive a copy of the e-mail message that acknowledges the reviewer's response.

The e-mail message automatically sent to reviewers who accept invitations to review a manuscript stipulates a due date for return of reviewer comments.

**Reviewer Deadlines: Important: Reviewer comments are due *FOUR weeks after the reviewer accepts the invitation*.**<sup>1</sup> Associate Editors may agree to a slightly later due date, but must record the extension on Manuscript Central using the procedures described in **Appendix 3. Reviewers may NOT be given longer than *EIGHT weeks***. This is to ensure that a decision can be sent to the author within 3 months, in accordance with journal policy. If a review is more than eight weeks overdue, the Associate Editor should assign another reviewer or make a recommendation without the review. In their communications with reviewers, AEs must operate with the assumption and convey the message that **NO** review will be accepted beyond **TWELVE** weeks. This policy is intended to reinforce the journal's culture of responding promptly to authors.

**Reviewing:** Reviewers may access papers through Manuscript Central by using the instructions automatically e-mailed to reviewers when they accept an invitation to review. Although the paper is anonymous, reviewers should be aware that the cover page of manuscript pdfs generated by Manuscript Central contains the following statement: "A paper under review must not be copied or circulated without permission." **No paper under review may be circulated for reasons unrelated to the reviewing process.**

**Reviewers' Tasks:** Manuscript Central asks reviewers to assess manuscripts based upon the following criteria:

- The accessibility or readability of the manuscript.
- The importance of the manuscript's contribution to feminist economics scholarship.
- The readability of tables and/or figures.
- The manuscript's international orientation.
- The manuscript's engagement with related literature.
- The manuscript's adherence to appropriate methodological and reporting standards.
- The completeness of the manuscript's citations.
- The appropriateness of the manuscript's length.

**Pre-referee cuts (rejections without review):** The journal is committed to enhancing the research capabilities of emerging scholars from the Global South and Central/Eastern transition economies through helping the authors of submitted papers from these regions meet the expectations of the review process. By enhancing the research capabilities of underrepresented scholars, *Feminist Economics* aims to publish a greater number of contributions from scholars from the Global South and Central/Eastern Europe. The journal asks Associate Editors to carefully consider articles submitted by authors from these regions, and to consider whether the author(s) of a substandard article would benefit from a mentoring peer review by either a reviewer or from the Associate Editor. In such cases, the Associate Editor should change the number of reviewers needed from three to one, and invite a mentoring review or write it her or himself. Such a mentoring evaluation could both justify the decision and explain the kind of work the author(s) would need to do to produce an article worthy of a fuller review and publication consideration. Pre-referee cuts are justified where the contribution clearly lies outside

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<sup>1</sup> In cases where time is of the essence for producing a well-balanced issue, the Associate Editors will obtain agreement in advance from reviewers regarding their willingness to evaluate manuscripts in just a week or two, rather than in the usual four weeks.

the subject area of the journal or is so substandard that mentoring resources would be better used elsewhere.

For submissions by authors from other regions, pre-referee cuts may be made in cases of extremely low quality and for articles that lie outside the general subject matter of the journal (for example, those that do not address feminist concerns of some relation to economics). If the author appears potentially promising, however, the Associate Editor may choose to send papers out for review, with the aim of aiding the development and expertise of scholars interested in feminist economics.

Articles critical of feminist economics or that take minority positions will be considered for publication on the same terms as other articles. See [Appendix 4](#) for instructions.

**Manuscript Correspondence:** To facilitate manuscript tracking and to avoid errors, Associate Editors should use the Manuscript IDs, or RFEC numbers, assigned by Manuscript Central when referring to manuscripts in both formal and informal communication with the editorial office. **Associate Editors should send all relevant and important e-mail correspondence about a manuscript through the Manuscript Central site.** Messages sent in this manner are included in the manuscript's "Audit Trail," which ensures accurate record keeping. Please see [Appendix 5](#) for information on how to send correspondence through Manuscript Central. If an author or reviewer sends important information offline, that e-mail should also be uploaded to Manuscript Central, per the instructions.

**Reviewer Reminders:** If reviewers miss their due dates, Manuscript Central automatically sends reminders, which are signed by the Associate Editor assigned to the manuscript. A copy of each reminder e-mail message is also sent to the Associate Editor. One week before reviewer comments are due, reviewers will automatically be notified of the impending due date and thanked again for agreeing to do the review. Should reviewer comments become overdue, Manuscript Central will send additional reminders. If reviewers are more than one week late with their comments, Manuscript Central will send an "urgent reminder." Reminders will then begin coming directly from Journal Administrators or the journal Editors at *Feminist Economics*. Exceptions are given in cases of hardship, but the journal needs to be notified of such changes as soon as possible and the new due date for the review reflected on Manuscript Central.

The Associate Editor will need to replace any reviewers who cannot promise to send the review within a reasonable period of time, not to exceed four weeks after the initial agreed-upon deadline. In such cases, the Associate Editor should solicit an alternate reviewer who will agree to review the manuscript quickly. The alternate reviewer will need to be invited via Manuscript Central, and the original reviewer will need to be removed by selecting the blue "Remove" box, which appears to the right of each reviewer's name in the drop box on the "Awaiting Reviewer Assignment" or "Awaiting Reviewer Comments" page of a manuscript's record (please see the appendices for instructions). If the reviewer has not yet agreed, then the Associate Editor should select "Declined" from the drop-down menu to the right of the reviewer's name and then click "Save." Some Associate Editors may find it expedient to assign four reviewers initially, so as to be ensured of the required number of reviews in case one is too slow. As mentioned above, **no review will be accepted beyond 12 weeks from the date of initial assignment.**

**Thank-You Letters:** Manuscript Central automatically sends a form thank-you letter that is signed by the journal Editors to individual reviewers once their comments are received. Associate Editors will receive a copy of this message. The names of reviewers will also be listed in the last issue of the journal published the year after the review is written.

**Associate Editor Reports:** When all of the reviewers have entered their comments on Manuscript Central, the Associate Editor will receive an automatic e-mail notification. The Associate Editor's report to the Editor handling the piece is due **two weeks** after receipt of all reviewer comments. In the case of tardy reviewers, Associate Editors are also responsible for finding replacement reviewers, as outlined under "Reviewer Reminders" above. These reports are submitted from the "AE Recommends" page of a manuscript's record. (See **Appendix 6** for details on how to view a review.) If an Associate Editor is considerably tardy in issuing his or her report, the journal Editors, at their discretion and recognizing that some delays may be unavoidable, may ask another Associate Editor to take over the handling of a manuscript.

Associate Editor reports should include the following information:

- (1) A recommendation regarding publication: accept subject to style editing, minor revision, major revision, reject and resubmit, or reject.
- (2) A detailed assessment of the reviews that the journal Editor may send to the authors, providing guidance to the author on how to revise and navigate among potentially contradictory suggestions.
- (3) A report on whether the manuscript complies with the journal's Policies on Statistical Reporting and International Orientation of Articles, Conditions of Submission, and Style Guidelines.
- (4) A completed Associate Editor Checklist for all but reject decisions. This checklist is built into the Manuscript Central system and must be filled out before the AE can submit a recommendation.

There is space for confidential comments to the editor and for comments to the author.

Please see **Appendix 7** for instructions on how to submit the AE report.

***Hostile comments should not be included in reviewer comments intended for authors.*** Such comments may be edited out at the discretion of the journal Editors or Associate Editor.<sup>2</sup> The Associate Editor should alert the journal Editors of instances where the reviewer has included their decision recommendation in the reviewer report or uses hostile language.

**Editorial Decisions:** Associate Editor recommendations should normally be based on at least three reviewers' comments. Associate Editors should not "average" the reviewer recommendations, but rather make a recommendation that is informed by the reviewers, and that weighs the reviews based on the quality of argument in the reviews. Please note that reviewers may interpret the decision categories differently and some may not review the paper carefully or

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<sup>2</sup> The original version of such reviewer reports will be kept on Manuscript Central and will be accessible to journal staff and the associate editor.

may lack essential expertise on a critical aspect of the paper. Recommendations based on fewer reviews should be made only under exceptional circumstances, such as (i) if the manuscript is highly substandard, (ii) a reviewer is very late and an appropriate replacement review has been difficult to obtain, or (iii) in circumstances where the reviewing process is intentionally designed as a mentoring process between a single reviewer and the author.

In making a final decision on a manuscript, the journal Editors will consider the recommendation of the Associate Editor, and in consideration of the desirability of diversity and balance in journal content, will make the final decision regarding publication and scheduling of specific articles. The journal Editors may at their discretion solicit input from other Associate Editors. If either the Editors or the Associate Editor has doubts regarding the general accessibility of the article to a diverse audience, he or she should solicit input from another Associate Editor or reader.

**Style Editing, Final Editorial Review, and Proofs:** Manuscripts are accepted conditionally, subject to the journal's standard style editing process and a final detailed editorial review.

The style-editing and final editorial review process is designed to ensure that each manuscript fully complies with all journal policies and is accessible to the journal's interdisciplinary and international audience. The journal editorial staff manage this process, which includes checking carefully to make sure that previous editorial requests have been adequately addressed. The editorial staff also carefully examine the wording of the paper's abstract and title to make sure that they reflect changes that have been made in the paper through various revisions and that these features are sufficiently compelling to encourage other scholars to download, read, and cite the manuscript. These checks are included as part of a final review, with the expectation that procedures implemented at earlier stages should address the bulk of these concerns.

A trained style editor for *Feminist Economics* does a close read for style, clarity, grammar, and word choice. As can sometimes happen when a paper is revised and reworded, a few points of argument and organization may occasionally emerge. Following a review of the style-edited manuscript by the editorial staff, the paper next receives a careful final review by the journal Editors, who send their final comments, queries, and requests for information from the editorial office to the author.

After the author responds to the final editorial review letter and the changes are reviewed and accepted, the manuscript is finalized and is sent to Routledge, the journal's publisher. The publisher does additional minor copy editing of all articles. At the proofs stage, the author receives a copy and has a final opportunity to catch small errors. The author must answer any queries that may arise at this stage. In cases where authors do not respond to proofs in a timely manner, the journal Editors' corrections become final. Authors must also return a signed hardcopy or scanned copy of their publishing agreements to the journal office before their papers can be published.

**Fast-Tracked Manuscripts:** Manuscripts that prove to be of high quality and not in need of a closer examination and style edit by the journal editorial staff are eligible for the fast-tracking publication option. Such manuscripts will receive an initial read-through and general review by

an editorial staff member who, in consultation with the editors, decides whether the manuscript should move forward. If all are in agreement, the manuscript is lightly formatted by a style editor, including revision of the abstract, and sent to the publisher for immediate typesetting. This new process allows the journal to publish high-quality articles online quickly and meet the competitive needs of many of the journal's authors.

**Dialogue:** This section is intended as a forum for exchanges on articles previously published in *Feminist Economics* or elsewhere and is for comparatively brief comments, although longer essays may be published on occasion. When brief, they will be refereed by the journal Editors and at least one additional referee (who may be an Associate Editor). Longer responses will undergo the normal review process for articles.

**Book Reviews:** The Book Review Editor will solicit reviews and review essays of feminist books (or sets of articles) in economics, feminist reviews of nonfeminist books and textbooks in economics, and reviews and review essays of books (or sets of articles) from other disciplines of interest to feminist economists. The content of book reviews should conform to the *Feminist Economics* Policy on Book Reviews. Reviews of films may occasionally be included as well.

**Solicitation of book reviews:** Volunteers to review specific books are not generally accepted, per journal policy. The journal Editors and other members of the editorial team are encouraged to suggest reviewers to the Book Review Editor, who will issue invitations to review books to individual scholars.

**Commissioning and Reviewing of book reviews:** The Book Review Editor will follow up all verbal book review commissions with a formal letter, which will be sent on Manuscript Central. Book reviews are due no later than four months after the reviewer receives the book. While the Book Review Editor and an Editor will review short book reviews, longer reviews and review essays will be sent to at least one referee.

**Communication with the editorial team:** The Book Review Editor will send an update about planned reviews to other Associate Editors and a request for suggestions about appropriate books to review at periodic intervals.

**Final Journal Content:** Because of space restrictions and the desirability of diversity and balance in journal content, the journal Editors will assume final responsibility for the content and scheduling of all material. The Editors will also verify that all contributions, including those in Guest-Edited sections and issues, comply with journal style and policy guidelines. At their discretion, the Editors may request changes to ensure compliance.

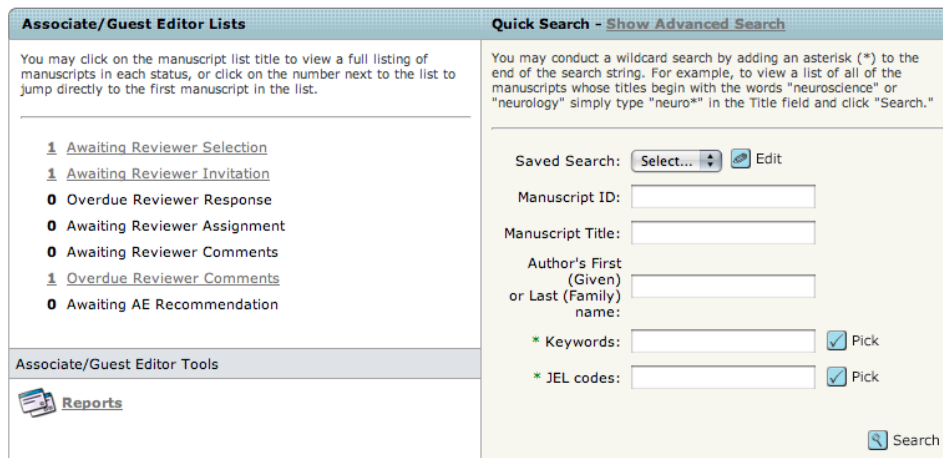
**Procedures for Guest Edited Issues and Sections:** Guest-Edited issues and sections must follow the editorial and administrative guidelines outlined in this document and in the Guest Editor Procedures. The journal Editors assume final responsibility for the content and scheduling of material, and will take any needed steps to ensure that Guest-Edited issues and sections conform to journal policies.

### Appendix I – Getting Started

You **MUST** use an Internet browser that does NOT have pop-up windows blocked. Manuscript Central will use pop-up windows for emails, and if these are blocked, you will not see them. Please check your browser settings or contact your university or workplace IT specialist if you encounter any problems.

After you log on to Manuscript Central (<http://mc.manuscriptcentral.com/rfec>), click on the tab that says “Manage” and select the Associate/Guest Editor Center. (If you have trouble setting up your Manuscript Central Account, e-mail *Feminist Economics* at [feministeconomics@rice.edu](mailto:feministeconomics@rice.edu).) Once you have logged in, you will be taken to a screen that looks like the following:

**Dashboard** You can access manuscripts in each peer review status by clicking on the status queue title. The number next to each status queue title indicates the number of manuscripts in that status. You may search for specific manuscripts with the Quick Manuscript Search form or conduct an "Advanced Search" by clicking the link below (the advanced search form will display at the bottom of the screen). For tips on conducting searches, click the following link: [Read More ...](#)



If you have just been assigned a manuscript, it will be listed in “Awaiting Reviewer Selection.” Click on “Awaiting Reviewer Selection.” You will be taken to a screen that looks like the following:

Awaiting Reviewer Selection				Manuscripts 1-1 of 1
Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
RFEC-09-Jan-008	akdj <a href="#">[View Submission]</a>	19-Jan-2009	AE: <a href="#">Strassmann, Diana</a> ED: <a href="#">Strassmann, Diana</a> ADM: <a href="#">Cox, Christine</a> PROD: Not Assigned	<input checked="" type="checkbox"/>
Explorations	<a href="#">Medina, Christine</a>		* Select Reviewers 0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned	



[Export to CSV](#) Manuscripts 1-1 of 1

If you would like to look at the manuscript, click on its title. A pdf of the manuscript will download onto your computer. You can view this document in Adobe Acrobat or any other

program that can read pdf files. Sometimes it may take a moment to download the complete article, especially if there are many graphic files.

### Appendix 2 – Inviting Reviewers

Using the “Getting Started Instructions” above, go to this screen. Click on the blue button under “Take Action” located on the right.

Awaiting Reviewer Selection				Manuscripts 1-1 of 1
Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
Manuscript Type	Submitting Author			
RFEC-09-Jan-008	akdj [View Submission]	19-Jan-2009	AE: <a href="#">Strassmann, Diana</a> ED: <a href="#">Strassmann, Diana</a> ADM: <a href="#">Cox, Christine</a> PROD: Not Assigned	<input checked="" type="checkbox"/>
Explorations	 <a href="#">Medina, Christine</a>		<ul style="list-style-type: none"> <li>Select Reviewers</li> <li>0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned</li> </ul>	
 Export to CSV				Manuscripts 1-1 of 1

You will be taken to a screen that looks like the following. Make sure you are viewing the “Select Reviewers” tab that is located at the top of the page.

Select Reviewers

**RFEC-09-Jan-008**

- akdj
- blinded (contact)
- Explorations
- Select Reviewers

0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned

Submitted: 19-Jan-2009; Last Updated: 19-Jan-2009; 0 days, 0 hours in review

AE: [Strassmann, Diana](#)  
ED: [Strassmann, Diana](#)  
ADM: [Cox, Christine](#)  
PROD: Not Assigned

HTML PDF Original Files Abstract

Order	Name	Status	History	Remove
<b>Alternates</b>				
				<input checked="" type="checkbox"/> Save  <input type="button" value="top"/>

**Quick Search**

First (Given) or Last (Family) Name:

Sort Order

Progress	
# reviews required to make decision	3
# active selections	0
# invited	0
# agreed	0
# declined	0
# returned	0
<input checked="" type="checkbox"/> Save	

Below the main article information and below the section titled “Reviewer Locator Results from the Web of Science,” you will see a box called “**Quick Search.**” You may use this tool if you know the first or last name of the reviewer to see if he or she is **already in the system.** *It is important to first check to see if a reviewer is in the system so as to not create a duplicate*



*accounts. Duplicate accounts create issues for reviewers and make viewing the intended manuscript impossible. Should a duplicate account be created by accident, inform the journal office immediately to rectify the situation.*

If a reviewer is found, a screen like the following one will appear:

Name, Keywords, Institution, Roles	Current / Past 12 Months	Days Since Last Review	Average R-Score	Add
Cox, Christine. (rfec Office) economics, feminism; English Rice University, English Roles: AU REV AE ADM	0 / 0	-	Blinded	<input type="checkbox"/>

If you would like to invite this reviewer, click on the small square that is located in the “Add” column. Then click on the large blue button below that says “Add” to finalize the addition.

Next, Manuscript Central will refresh the screen and you will see the following:

Order	Name	Status	History	Remove
1	Cox, Christine	<input checked="" type="checkbox"/> Invite	Selected : 19 Jan 2009 <a href="#">view full history</a>	<input type="checkbox"/>

Alternates  Save

You can then click on the blue button next to the word “Invite” to send a formal email to the reviewer inviting him or her to look over the article.

Once the email has been generated you may then edit the email to personalize it if you wish and then click on the button in the bottom right corner that says “Save and Send.” This will send the email to the person, with a copy to you.

If the reviewer you are looking for is not found, the following screen will appear:

The screenshot shows a search interface with a message at the top: "Your search returned no results." Below this is a "Quick Search" panel. It contains a text input field for "First (Given) or Last (Family) Name:" with the value "bunny". Underneath is a "Sort Order" section with two rows: "Primary Sort:" set to "Name (Last, First)" and "Ascending", and "Secondary Sort:" set to "Number of Current Assignments" and "Descending". A "Search" button is located at the bottom right of the panel.

### Reviewer with No Manuscript Central Account

You must create an account for a new reviewer so that he or she may use Manuscript Central. The “Create Reviewer Account” box that is to the right of the search panel is for new reviewers. All you need to do is enter the salutation, first and last names and the email address. Then click on the “Create and Add” button.

The screenshot shows the "Create Reviewer Account" form. It has a "Salutation:" dropdown menu. Below it are three required text input fields: "req First (Given) Name:", "req Last (Family) Name:", and "req E-Mail Address:". There is a link "Provide more account info" and a "Create and Add" button at the bottom.

You will then be able to add the reviewer to the manuscript as detailed above, and then invite him or her to review in the same way.


### Reviewer Names Generated by Manuscript Central

When inviting reviewers you may notice a section called “Reviewer Locator Results from the Web of Science.” This is a new feature implemented by the software designers that should be used cautiously. The names listed in this section are NOT supplied by the journal nor are they reviewers who have necessarily reviewed for the journal before. They can be ANY PERSON (not necessarily a feminist economist) who has ever used the Manuscript Central section for any journal in the system and whose fields of specialization match the key words of the paper under review. They could even be an author who has submitted a paper that has been rejected.

If you see a name of someone who looks to be a good fit, then feel free to click on the “Add” button to the right of his or her name. However, do so with caution and realize that these names are in no way vetted by the journal.

### Inviting Reviewers (continued)

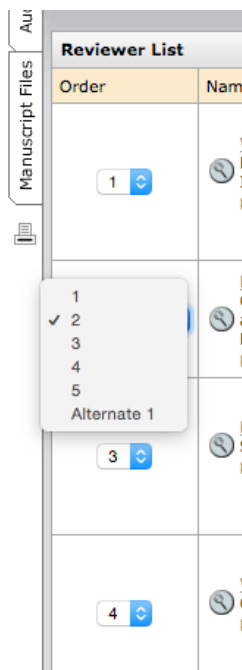
After you have clicked on the blue check box to the left of “Save and Send,” you will be taken back to the “Select Reviewers” page. The “Reviewers” section will now look something like the following image and if 3 reviewers have been invited, the paper will now be in the “Awaiting Reviewer Response” queue.

Reviewer List				
Order	Name	Status	History	Remove
1	 Cox, Christine	Invited Response <input type="text" value="Select..."/>	Invited : 19 Jan 2009 <a href="#">view full history</a>	<input checked="" type="checkbox"/> Save
<b>Alternates</b>				<input checked="" type="checkbox"/> Save

### Using the Alternate Reviewer Function

Below a list of invited reviewers is a section called Alternates. This can be used to automatically invite authors should one decline. This is especially useful for Associate Editors who may be traveling while also handling a paper.

To use this feature, you must select (but not yet invite) more than 3 reviewers in your list per the instructions above. To the left of the reviewer names are drop-down menus with numbers. For the fourth person selected, click on the drop-down menu and select Alternate 1. This will prompt Manuscript Central to send an automatic invitation email should one of the three reviewers decline to review.



Keep in mind that this feature automatically invites someone, so you cannot edit the invitation email. Additionally, this feature only works if another reviewer declines. If a reviewer simply does not respond, this feature will not be triggered.

As this is a more advanced feature of Manuscript Central, be sure to use the Help section or contact the journal office if you have questions.

### **Appendix 3 – Recording Reviewer Responses and Granting Reviewing Extensions**

If a reviewer is unable to log his or her response on Manuscript Central (or just responds privately to you), then you need to formally log the response for that reviewer. You will record his or her acceptance or decline from the Assign Reviewers page by looking to the Status column next to the reviewer's name and selecting the appropriate status from the drop-down menu.

Select "Agreed." You can also use this function to indicate that a reviewer has declined, is unavailable, or has not responded to your invitation. Click on the blue check box to the left of the word "Save." Note that if you select a response of "Unavailable" or "No Response" and then click on "Save," you will still see the Save button to the right. This does not mean that the response was not registered. It means that the system now allows such responses to be altered at a future date, if needed. If you are unsure whether or not a response was recorded, you can tell by refreshing the webpage. If you see "Unavailable" next to the reviewer's name, then it was successfully saved.

If you have selected "Agreed," the following screen will pop up:

**Edit E-Mail**
Select Alternate Template: SW - Reviewer Agreed

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**From:** dls@rice.edu  
**To:** dayton@rice.edu  
**Cc:** dls@rice.edu  
**Bcc:**   
**Subject:** Manuscript ID RFEC-04-Dec-022 now in your Reviewer Center - Feminist E  
**Body:** 01-Dec-2004

Dear Ms. Dayton:

Thank you for agreeing to review "My Fake Manuscript" (RFEC-04-Dec-022) for Feminist Economics. We would appreciate receiving your comments by 29-Dec-2004.

On the review page in Manuscript Central, there is a space for answers to a standard set of five questions, comments to th editor, and comments to the author. Please be sure to put your comments to the author in the appropriate space. For mor information on accessing the manuscript, please see below.

Our guidelines for review are simple. The website provides the following recommendation options: accept with style edits, accept subject to minor revision, accept subject to major revision, reject but encourage revision and resubmission, or reject. The more explanation of your recommendation you can provide, the better. In your response, please clearly separate comments for the author from those intended just for the editors.

Your detailed results and constructive comments will assist the authors in developing their work: queries about content, substance, organization, method, results, dialogue with existing literature, etc., are all helpful.

Attach a file to this e-mail:

...Select a manuscript file to attach:

Attach

**Files attached**

File Name	Unat
No Files Attached	

Save and Send     Close Wir

Again, you can alter the content of this e-mail if you would like, but please do not remove the instructions on how to access the manuscript. You must click on the blue check box to the left of “Save and Send” for the reviewer’s acceptance of your invitation to register in Manuscript Central. Note that a due date for the reviewer’s comments is included in the second sentence of the e-mail. You can change the due date in the e-mail, but you must also grant the reviewer an extension in the MC system if you have changed the date. The next section will show you how to give a reviewer an extension if it is needed and approved.

If you have invited a reviewer in person or via personal e-mail and the reviewer has accepted via personal e-mail, you will still need to invite the reviewer through Manuscript Central and register the reviewer’s acceptance as described in this section. You should also upload the email into the correspondence file for the manuscript. Please see [Appendix 5](#) for details.

### Granting an Extension

Go to the reviewer list and click on the phrase “Grant an Extension” that is below the reviewer’s name and affiliation information.



A pop-up window will open with a screen showing the default due date for the reviewer comments.

You can either manually enter the date in the same format style, or you may click on the small calendar icon and select the appropriate month and day that the review should be returned. Once you have selected the appropriate date, you MUST click on the blue box with the word “Go” beside it to make the extension formally granted. After you do this, Manuscript Central will refresh and you will be taken back to the top of the window, which will now look like the image that follows:

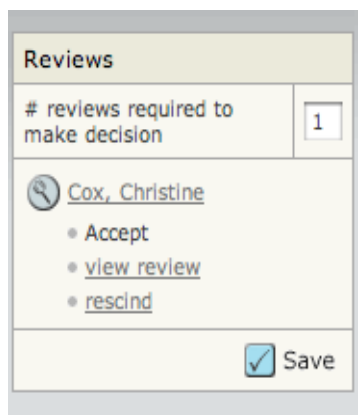
Order	Name	Status	History	Remove
1	Cox, Christine	Agreed	Invited : 19 Jan 2009 Agreed : 19 Jan 2009 Due Date : 16 Feb 2009 Ext Given : 19 Jan 2009 New Due Date : 19 Feb 2009 Time in Review : 0 Days. <a href="#">view full history</a> <a href="#">edit reminders</a>	<input type="checkbox"/>
<b>Alternates</b>				
				<input checked="" type="checkbox"/> Save

### Appendix 4 – Pre-Referee Cuts

If a paper is completely inappropriate (meaning it does not engage with feminist economic ideas at all, is not a scholarly paper, or is of extremely low quality), then the Associate Editor may recommend that the paper not be reviewed. As noted previously, Associate Editors should carefully consider whether authors of substandard articles from the Global South and Central/Eastern Europe would benefit from a mentoring peer review by either a reviewer or from the Associate Editor. In such cases, the Associate Editor, should change the number of reviewers needed from three to one, and invite a mentoring review or write it her or himself. Pre-referee cuts should be made, regardless, if the contribution lies outside the subject area of the journal or is so substandard that mentoring resources would be better used elsewhere.

In order to complete such a pre-referee cut, the Associate Editor must reduce the number of reviews required from 3 to 0. In the case of a mentoring reject, where only one reviewer (who may be the Associate Editor) is invited, the number of reviews should be reduced from 3 to 1. Below are instructions on how to change the number of needed reviewers.

Go to the Manuscript Page as detailed above. Then go to the “Select Reviewers” tab. When you go to the Reviewers page of any manuscript, as detailed above, you will see a box to the right that looks like so:



The screenshot shows a 'Reviews' section with the following elements:

- A header 'Reviews'.
- A field labeled '# reviews required to make decision' with a text input box containing the number '1'.
- A list of reviewers, starting with 'Cox, Christine' (indicated by a circular icon).
- Three action items for the reviewer: 'Accept', 'view review', and 'rescind'.
- A 'Save' button with a blue checkmark icon.

You may enter in any number and click on the blue button next to the word “Save” to make the change official. This is an important change to make so that reminders to you are timely and correct and allow you to submit an AE report at the appropriate time.

## Appendix 5 – Keeping Manuscript Correspondence in the “Audit Trail”

### *Correspondence and Uploading Emails*

To send an e-mail message via Manuscript Central, click on the name of your intended correspondent as it appears in the manuscript’s record on the “Manuscript Information” page. All names on Manuscript Central are linked to the correct email address, so wherever a name appears you can send an email, but if the correspondence has to do with a particular manuscript, please log in to that manuscript as detailed above.

A screen like the one below will pop up when you click on a person’s name. (In the screen below, I have replaced the manuscript’s number, title, and abstract with “XXXX.” In the actual message, all of this information would appear.)

### E-Mail

**Edit E-Mail**

**From:** dayton@rice.edu  
**To:** dls@rice.edu  
**Cc:**  
**Bcc:**  
**Subject:** Feminist Economics

**Body:** 04-Jan-2005

Dear Dr. Strassmann,

Best wishes,

Anne

RFEC-04-Nov-XXX -XXXX  
 XXXX

Attach a file to this e-mail:  
   
 ...Select a manuscript file to attach:

**Files attached**

File Name	Unattach
No Files Attached	


Save and Send  Close Window

Type your message in the box labeled “Body.” When you are finished, click on the blue check box to the left of the phrase “Save and Send.” Clicking on the blue “X” to the left of the phrase “Close Window” will erase your message and nothing will be sent.

If you have corresponded with a reviewer outside of Manuscript Central, we ask that you put the email into the article’s audit trail. Please remember that Manuscript Central acts as the journal’s current archiving system, so it is imperative that we track all discussions and emails relating to a manuscript. Instructions on how to do this task follow.



Go to the manuscript in question, as described above, and you will come to this window:

Awaiting Reviewer Comments					Manuscripts 1-1 of 1
Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action	
Manuscript Type	Submitting Author				
RFEC-09-Jan-008	akdj [ <a href="#">View Submission</a> ]	19-Jan-2009	AE: <a href="#">Strassmann, Diana</a> ED: <a href="#">Strassmann, Diana</a> ADM: <a href="#">Cox, Christine</a> PROD: Not Assigned	<input checked="" type="checkbox"/>	
Explorations	 <a href="#">Medina, Christine</a>		<ul style="list-style-type: none"> <li>Select Reviewers</li> <li>1 active selections; 1 invited; 1 agreed; 0 declined; 0 returned</li> </ul>		

Export to CSV Manuscripts 1-1 of 1

Then click on the administrator’s name and an email will come to the fore. The administrator’s name may change but will always be designated by the letters ADM. Once the email window comes up, you should clear all of the information such as the “To” and “From” fields and the body of the email so that it looks like this:

**Edit E-Mail (RFEC-09-Jan-008)**

**From:**

**To:**

**Cc:**

**Bcc:**

**Subject:** Feminist Economics: Manuscript RFEC-09-Jan-008

**Body:** @@date to be populated upon sending@@

Attach a file to this e-mail:  
 no file selected

or select a manuscript file to attach:

**Files attached**

Save and Send   
  Cancel and Close Window

Then you can copy your personal email and paste it into the body of the Manuscript Central email. You may also adjust the Subject line to reflect the content of the email. Once you have done this, and all the “to” fields are cleared, click on the blue button to the left of “Save and Send” and the email will go to no one, but will be saved in the Audit Trail.

We recommend that you use the journal administrator as the default email person because if the email were accidentally sent out, it would not be a breach of privacy if it went to the administrator.

## Appendix 6 – Viewing and Rating Reviews

### How to View a Review

Once a review has come in, you will be notified via email. You may view the review by logging in, going to your main AE area. To access the main AE area, click on the tab called “Manage” and select Associate/Guest Editor Center. One there, click on the blue button by the words “Take Action” for the appropriate manuscript. You will be taken to the page that has the reviewers listed, and it will look something like this:

The screenshot displays a web interface for managing reviews. At the top, a header bar shows the manuscript ID 'RFEC-09-Jan-008' and submission details: 'Submitted: 19-Jan-2009; Last Updated: 19-Jan-2009; 0 days, 1 hour in review'. A sidebar on the left contains 'Manuscript Information' and 'Audit Trail'. The main content area features a 'Reviewer List' table with the following data:

Order	Name	Status	History	Remove
1	Cox, Christine	Accept	Invited : 19 Jan 2009 Agreed : 19 Jan 2009 Due Date : 16 Feb 2009 Ext Given : 19 Jan 2009 New Due Date : 19 Feb 2009 Review Returned : 19 Jan 2009 Time in Review : 0 Days. # in Decision Letter : 1 <a href="#">view full history</a>	<input type="checkbox"/>

Below the table is an 'Alternates' section with a 'Save' button. To the right, a 'Progress' sidebar shows a table of review counts:

Progress	
# reviews required to make decision	3
# active selections	1
# invited	1
# agreed	1
# declined	0
# returned	1

Additional options include a 'Save' checkbox, a 'Create Reviewer Account' section, and a 'Salutation' dropdown menu.

To see the review, click on the blue button next to “View Review.” Here you can see what the reviewer said about the manuscript.

If a review was entered incorrectly, you may also rescind the review by selecting the word “rescind” below the option to view the review. This will prompt a window asking if you are sure you want to rescind. Doing so sends the review back to the reviewer to allow them to make changes and resubmit.

### Rating Reviews

At this point, you should rate the review. This information is important for evaluating candidates for the AE team or the Editorial Board. When you scroll to the bottom of the review, you are prompted, as an AE, to rate the review according to four criteria. The page will look like so:

Timeliness	
<input type="radio"/>	Review was on time
<input type="radio"/>	Review was slightly delayed
<input type="radio"/>	Review was severely delayed

Quality Assessment	
<input type="radio"/>	Review was comprehensive & constructive
<input type="radio"/>	Review was sufficient (a number of constructive ideas)
<input type="radio"/>	Review was patchy/narrowly focused/less useful

Tone	
<input type="radio"/>	Mentoring/constructive
<input type="radio"/>	Neutral
<input type="radio"/>	Harsh




  

Completeness	
<input type="radio"/>	Review was thorough and detailed
<input type="radio"/>	Review provided some general suggestions
<input type="radio"/>	Review did not provide information on how the manuscript could be improved

Once you have selected the appropriate ratings, you will then click on the blue button to the left of the word “Save.”

If you forgot to rate a review, below are instructions for how to rate a review after a decision has been rendered.

Log in to Manuscript Central and go to your Associate Editor Center. There you need to input the Reference number (RFEC-XX-Xxx-###). You can find this reference number in past e-mail correspondence.

Associate/Guest Editor Lists	Quick Search - <a href="#">Show Advanced Search</a>
<p>You may click on the manuscript list title to view a full listing of manuscripts in each status, or click on the number next to the list to jump directly to the first manuscript in the list.</p> <hr/> <ul style="list-style-type: none"><li><input type="radio"/> Awaiting Reviewer Selection</li><li><input type="radio"/> Awaiting Reviewer Invitation</li><li><input type="radio"/> Overdue Reviewer Response</li><li><input checked="" type="radio"/> <a href="#">Awaiting Reviewer Assignment</a></li><li><input checked="" type="radio"/> <a href="#">Awaiting Reviewer Comments</a></li><li><input type="radio"/> Overdue Reviewer Comments</li><li><input type="radio"/> Awaiting AE Recommendation</li></ul>	<p>You may conduct a wildcard search by adding an asterisk (*) to the end of the search string. For example, to view a list of all of the manuscripts whose titles begin with the words "neuroscience" or "neurology" simply type "neuro*" in the Title field and click "Search."</p> <hr/> <p>Saved Search: <input type="text" value="Select..."/>  Edit</p> <p>Manuscript ID: <input type="text" value="RFEC-10-Jan-001"/></p> <p>Title: <input type="text"/></p> <p>Author's First (Given) or Last (Family) name: <input type="text"/></p> <p>* Keywords: <input type="text"/> <input checked="" type="checkbox"/> Pick</p> <p>* JEL codes: <input type="text"/> <input checked="" type="checkbox"/> Pick</p>
<p>Associate/Guest Editor Tools</p> <p> <a href="#">Reports</a></p>	<p> Search</p>

After you enter the Reference number, click on “Search” and you will be taken to another screen where you will click on the blue button below “Take Action,” as done many times before. Then you will see the Manuscript Information page.

Scroll to the bottom where reviewer information is compiled, much like it was when you signed in to submit the AE report.

Here you do just as described above, and click on “View Review” next to the reviewer’s name and scroll to the bottom to the ratings. Select the appropriate choices and click “Save.”

## Appendix 7 – Submitting your AE report

To submit an AE report, please do the following: log in to Manuscript Central and go to your AE Center. Then go to the manuscript that is “Awaiting AE Recommendation.” After you “Take Action,” (all detailed above in previous appendices), you will see the following, preceded by the AE checklist:

The screenshot shows the Manuscript Central interface for making an AE recommendation. The top navigation bar includes a "Make AE Recommendation" button. The main content area is divided into several sections:

- Manuscript Information:** Displays the manuscript ID "RFEC-09-Jan-008", author "akdj", and status "Submitted: 19-Jan-2009; Last Updated: 19-Jan-2009; 0 days, 1 hour in review". It also lists roles: AE: Strassmann, Diana; ED: Strassmann, Diana; ADM: Cox, Christine; PROD: Not Assigned.
- Audit Trail:** Shows a list of actions: HTML, PDF, Original Files, and Abstract.
- AE Recommends:** A list of radio buttons for decision options:
  - Accept Subject to Style Editing
  - Minor Revision
  - Major Revision
  - Reject & Resubmit
  - Reject
- Comments:** A section for "Confidential Comments to the Editor" with a text input box and a "Comments to the Author" section below it.
- Reviews:** A summary of reviews, showing "# reviews required to make decision" as 1, and a review by "Cox, Christine" with options to "Accept", "view review", or "rescind". A "Save" button is present.
- Version History:** A list of manuscript versions, showing "RFEC-09-Jan-008" submitted on 19-Jan-2009.

This screen will allow you to see all of the reviews (see “view review”) and then make your recommendation to the journal Editors.

You must select a decision recommendation and then include any confidential comments to the Editor in the box marked as such, as well as any comments for the author in the box below. The author will ultimately receive a cover letter from the Editors, the associate editor’s report, and the reviews, and occasionally additional comments from the journal Editors. The associate editor’s report should provide a guide to the author about how to respond to the reviews and any additional concerns that you as the AE may have. The AE’s recommendation regarding publication should be in the confidential section, in order to avoid giving conflicting messages to authors, the final decision is explained in the cover letter, with the AE report, the journal Editors’ detailed comments, and the reviews presented subsequently.

The screenshot displays a web interface for entering comments and attachments. It features three main sections:

- Comments:** A section with a sub-header "Confidential Comments to the Editor" and a large empty text area for input.
- Comments to the Author:** A second large empty text area for input.
- Attach a File:** A section containing a "Choose File" button, the text "no file selected", and an "Attach" button with a paperclip icon.
- Files attached:** A section showing "No files have been uploaded."

At the bottom right of the interface, there are two checked checkboxes: "Save as Draft" and "Submit".

If a paper needs to be completely redone, a “reject” decision with encouragement to submit again a completely different paper at some point in the future (not a revision), provides more realistic information to authors than a “reject and resubmit” decision. The latter is for papers that need to be so substantially revised that it is unclear if the author will be able to make the revisions, but the reviewers can point to a reasonable path that the authors would need to follow to produce a paper appropriate for *Feminist Economics*. These papers are still “rejected” but a resubmission would be linked to the previous version and authors would have a sense of following a path towards possible acceptance.

Major Revision should be reserved for papers that are on track to being published if the author adequately addresses some substantial, nontrivial concerns. Such papers will be sent back to reviewers upon resubmission.

Minor revision should be reserved for papers that will not need to be seen by reviewers again (only by the AE). Please bear in mind that if several reviewers recommend minor revision, the sum total of requested changes may more reasonably be seen as “major.” Your AE report should be supported by the reviews, but occasionally you may find that reviews don’t fully address all features of a paper, such as if there is a technical concern that needs further consultation from an expert, or if two reviewers take very different positions. In such cases, it may be appropriate to seek an additional review.

Once all of the information is entered, and any attachments are uploaded, you must click on the button next to the word “Submit” to make the decision official. At this point the MC system will

automatically post an on-screen AE checklist. This step has been built in to ensure that the manuscript follows the journal's major editorial policies and style guidelines. You must fill out the checklist before you can finalize your recommendation. *If you are not yet ready to submit, then you may click on "Save as Draft" to return to your work later.*

Once a decision recommendation is rendered (you click "Submit"), only the Editor or Administrator can rescind the AE recommendation, so be sure everything is correct.

In [Appendix 8](#) you will find a few examples of AE reports from the past that give a general idea of what information the journal needs to render a strong and thorough decision. Only the AE reports are included, not the reviewer comments.

## Appendix 8 – Sample AE Reports for Different Decision Categories

### A. AE Sample for Reject

#### 1. For paper not sent for review because of extremely low quality

##### Confidential Comments to the Editor:

In its present state this paper is not an academic paper that may be considered for publication in *Feminist Economics*. It is written in a style that is more suitable for a political address. I presented two options for a future paper, the first of which is more interesting and easier to pull off in my opinion. I strived for a mentoring tone without being overly enthusiastic about the prospects of a future paper.

##### AE Report to the Author:

In its present state this paper is too brief and not sufficiently focused on a specific question to be considered for publication in *Feminist Economics*. In general, submissions have to pose a research question and present an argument, which is developed on the basis of the relevant international, regional, and country literature, and examined in light of evidence. The Journal is open to authors' use of a variety of empirical methodologies, not limited to statistical analysis. Our readers value contextual knowledge, so if statistical analysis is used this would have to be complemented by/interpreted in light of details about XXXXX. This paper contains interesting ideas that may be developed in a future submission to *Feminist Economics*. One potential question could be the extent to which development programs put into implementation after liberation (e.g. rural farm-related) pay attention to the gendered nature of labor and contributions. Following liberation struggles many governments promote legal gender equality, particularly in the political arena, but this attention may not extend to economic programs or these may be limited to meeting women's practical gender needs (e.g. access to clean water), which may be the case in XXXXX. If so, this focus would allow you to revisit Boserup's (1970) argument that women tend to be harmed by programs that do not pay attention to gender (if that is the case) and Maxine Molyneux's articles of the late 1980s on gender in post-liberation societies. For example, if a land reform program has been implemented in XXXXX, this would allow examination of whether women were considered as legal beneficiaries of land titles or land is solely given to men as the head of household. Then you can relate the paper's argument specifically to Bina Agarwal's and Carmen Diana Deere's recent writings on women and land rights, and any general regional and specifically XXXXX literature. Similarly, if agrarian reforms have been undertaken then this would allow examination of whether these were implemented in a gender aware manner, with comparisons to other agrarian reform programs. Another possible topic could be inequalities in the XXXXX labor market, again situating the analysis in the context of changes in post-liberation XXXXX. In such a paper you would have to discuss the available statistics on the extent and nature of women's participation in the labor market, employment and wage differentials in XXXXX. This may be followed by a discussion of the causes of these inequalities, i.e. the contribution of discrimination and women's lower education and skill levels to gender inequality. Here you may discuss results of any qualitative studies or observations on the occupations/industries where discrimination seems to be particularly debilitating, creating



obstacles to women's entry. You may introduce a statistical analysis as well, depending on data availability. In a recently independent and largely agricultural economy, the discrimination problem is likely to manifest itself to a greater degree in the industrial sector or government offices. Beyond the description of the nature of the problem women face in the XXXXX labor market and the legal framework that underpins inequality, you would need to also develop an argument based on the literature on labor market inequalities and their linkages to development/growth. Regardless of the focus on the paper, in a submission to *Feminist Economics*, you have to avoid general statements/declarations (such as those in the first paragraph of the present paper) that exhort the reader into action, without making the case for policy action.

## 2. For paper sent for review

Confidential Comments to the Editor:

I concur with the reviewers that this paper should be rejected. I kept my AE report brief because the reviewers provide detailed comments.

AE Report to the Author:

This paper provides an extensive and reasonably informative review of the empirical literature on gender wage inequality in XXXXX in the post-reform period. However, the paper's scope (as a stand-alone literature review) renders the paper unsuitable for publication in a refereed journal such as *Feminist Economics*, which publishes original research. The consensus among the referees is that the manuscript does not go beyond presenting a literature review and that even as a literature review it needs substantial further work to make it a strong paper. As Reviewer 1 points out, a literature review of this sort may be appropriate as an Introduction chapter in a book or a journal special issue. As an introductory section to a journal article that frames original research (e.g. a new methodology or new empirical results), however, the literature review must be shorter and focused. Going over at length methodologies familiar to readers of *Feminist Economics* is not necessary (for example, the Oaxaca-Blinder wage decomposition). The reviewer reports below (Reviewers 2 and 3, in particular) offer suggestions on how to handle a literature review more effectively: rely on summary tables for a comparative evaluation of empirical findings; discuss more recent, key articles; and review studies that use different data sets and approach wage differentials from non-neoclassical as well as neoclassical perspectives.

## B. AE Samples for Reject and Resubmit

Sample 1

## Confidential Comments to the Editor:

In this case, the referees are all in agreement that the paper should be rejected, while 2 suggest the author be invited to resubmit. All agree this paper takes on an important topic. It as yet however only superficially considers the issues, and provides little in the way of new analysis. I am therefore recommending reject with an invitation to resubmit.

## AE Report to the Author:

The reviewers are largely in agreement in their assessment of this paper. The paper, which serves largely as a literature review, has the potential to make a valuable contribution, linking gender to trade, globalization, and unequal exchange theories. It, however, provides only a dated review of the literature that is insufficiently critical. And it does not successfully make a convincing case of how gender might inform gender-blind theories of unequal change. I would like to encourage you to address the reviewers' critiques and submit a new paper. In particular, a revised paper should:

- (1) Update the literature review, and follow through on the stated goal of providing a synthesis of the gender and unequal exchange literature.
- (2) Provide a much more in in-depth critique and analysis of unequal exchange theories. As referee # 2 states, much of the discussion of the extant literature is uncritical, and yet these theories do contradict one another. For a literature review such as this to make a real contribution, the author should highlight and explore those contradictions, especially as they may relate to gender.
- (3) Expand references to global commodity chain literature.
- (4) Explore the impact on male workers as well as female workers.
- (5) Explore how gender as an analytical category would change or expand the existing theoretical framework of Marxists and Post Keynesians in the area of trade and globalization.

Finally, these revisions need to be done while also shortening your paper considerably.

Sample 2

## Confidential Comments to the Editor:

This submission is on a very interesting and understudied issue but it needs a lot of work. Below my report I copy the edited reports of XXXX (Reviewer one) and XXXX (Reviewer three): I removed incomplete sentences, corrected page numbers they refer to, edited text where info in

the manuscript was overlooked. Please use these corrected, edited versions of the reviews instead of the originals when writing the author.

AE Report to the Author:

This manuscript provides an overview of the disadvantageous conditions of pay and work of migrant women domestic workers in XXXXX. You use the framework of Figart et al. (2002) to interpret the wage setting process for migrant domestic workers and claims that of the three forces that could be potentially at work “wages as a social practice” is the force that is predominant in explaining the wages of migrant women workers in XXXXX. The topic is on an under-studied issue that is of great interest to the readers of *Feminist Economics* but the three reviewers are unanimous that the paper needs considerably more work in order to become publishable in *Feminist Economics*. Their comments focus on two main shortcomings of the manuscript:

(1) Insufficient grounding in, indeed no mention of, a number of bodies of literature that are relevant to the topic: literature on gender/labor markets in the developing world/MENA; wage determination in Jordan/developing countries; migration; domestic labor; mothering; human rights/labor standards; and the institutionalist wage determination theories.

(2) Weaknesses in the application of the Figart et al. (2002) framework, accompanied by differing views on whether the framework is useful for the question at hand, with Reviewer 1 expressing skepticism and Reviewers 2 and 3 offering suggestions on how the application may be improved.

I agree with them and would like to add and elaborate on some related problems:

(1) The argument: The argument of the paper is not clear, despite the explicit statement on p. 4 (pdf version) that the XXXXX case supports the wages as a social practice theory and that this force dominates the other two potential forces in wage setting. Yet the implicit argument of the paper seems to be that the migrant domestic workers fall through the legal cracks: i.e. domestic workers they are not covered by minimum wage law and other laws (including a kind of equal pay for equal work law alluded to on p. 16) and as migrant workers there is a work contract but its terms either can not be enforced or are not favorable to workers (e.g. they restrict the worker's mobility). In other words, the account suggests a different argument (a legal vacuum argument) than the one the paper explicitly states.

(2) The main question: This is not clearly articulated either. The issue of wage differentials by national origin among the three groups of domestic workers appears to be the main question in the paper (i.e. a question of relative wages and not just the level of wages of the migrant workers).

(3) The Figart et al. framework:

(a) Based on the presentation alone (i.e. without prior knowledge of Figart et al. (2002) it is not possible to tell what the relationships among the three faces/forces are (are these competing or

complementary explanations?). It is telling that the reviewers differ in their interpretation of the Figart et al. (2002) framework, which also calls into question whether the framework is useful for analyzing the problem at hand.

(b) The reviewers identify problems in ascribing features of the case study to the categories in the framework.

(c) Aspects of the framework are confusing. For example, why is bargaining power not relevant for the wages as a social practice interpretation?

(d) The author's modification of the framework is clear (though there is no need to have a new figure on this) but needs to be preceded by pointing out the underspecified feature of the Figart framework.

(e) The author's justification for applying the Figart et al. (2002) framework to the XXXXX case (p. 4) is weak. XXXXX is not unique in wages not being set in a competitive labor market. Feminist economists have long argued against the competitive (neoclassical) model of wage determination in the context of the US labor market (which has a developed regulatory and legal enforcement structure). The model is simply a fiction and not the way actual wages are set. Thus, when he or she says the competitive model is not satisfactory in understanding the XXXXX labor market the paper sets up a straw person argument. Likewise, the paper's references to the  $w=MRP$  wage setting rule (e.g. pp. 15, 17) are not necessary.

(f) The problem laid out in the paper appears to be more complex for the framework to be able to illustrate/explain. More than the wage level (or wage differential) is at stake here, as the author alludes to when she/he mentions human rights/labor standards violations.

(g) The evidence presented in the paper is too limited to support the conclusion spelled out on p. 4. Reviewer 2 calls for reevaluating and developing the evidence on forces one and two, which she/he sees as being hastily set aside. A reevaluation may lead to a different conclusion. But, it seems that even if the author correctly ascribes the case study features to the framework and reevaluates the evidence, she/he can only make a weak case (as in "the available evidence suggests...") in favor of one force dominating over the others.

(h) Suggestion: the author may want to consider using another theoretical framework, unless she/he can substantially refine the Figart et al. (2002) framework to address the above issues (and situate it in the institutionalist literature). Even with the refinement it may be good to reduce its centrality in the paper, since it seems to constrain the presentation of evidence and description (see below; (i.e. bring in as a last, interpretation section in the paper after your analysis of the evidence).

(4) The evidence: To be sure, domestic workers are likely to be invisible to the official statistics gathering enterprise; but the paper should strive to provide more recent empirical evidence and thicker description. In many instances the information is incomplete or not carefully thought through (for example, explain the law for equality of pay on p. 16). Several endnotes provide information without any source. Also see reviewer reports, especially reviewer 1, for requests for

additional information. As a general suggestion, I suggest that you provide a thorough description of the situation drawing upon all the available evidence.

(5) The manuscript does not provide an Introduction section that motivates the paper and provides basic information on what the paper is about: What is the main problem/question it will address? What is the debate concerning this issue? What kind of evidence does the author rely on? (Make explicit that for the case study you are relying on some interviews, secondary statistical data, policy, and research reports.) What is the main finding/conclusion of the paper? The interesting insights on migrant workers that could motivate the paper come much later, in bits and pieces. Much of the current introduction section (“Scope and Method”) should become part of a literature review section.

(6) The current organization of the paper unfortunately breaks up the presentation of the legal and contract picture by placing some of the information under “Background” and the rest under “Inference.” Thus, the reader does not find out relevant information on the topic until the last few pages of the paper (e.g. that XXXXX workers are viewed inferior and paid lower than XXXXX is raised on p. 16) and this organization results in some repetition (e.g. middle paragraph of p. 15; top of p. 19). The paper should present the relevant legal framework and contract information at the outset, thoroughly and altogether, and then discuss the conditions faced by migrant workers in practice.

(7) The title of the paper is intriguing but does not quite correspond to the paper’s argument as stated on p. 4. It may fit the implied legal vacuum argument. To be sure, the state is complicit in the payment of lower wages and perpetuating the conditions of vulnerability faced by the migrant workers by not strengthening the legal protections for them. And the state’s inaction is shaped by groups that benefit from this state of affairs (which should also be emphasized). If the author decides to keep the title, he or she should define and justify the use of “wage discrimination.” Is this the standard neoclassical definition of payment of differential wages for equally productive workers? In several instances, the paper uses the term to indicate a differential or disparity.

(8) If the author decides to resubmit the revised paper to *Feminist Economics*, the manuscript has to be prepared in accordance with the journal guidelines. For example, the References need to be in alphabetical order including all the sources cited in text, endnotes should not be used to provide full citation of a source, and on-line citations should have the title of the source and the date accessed. In sum, a paper that explains the problems faced by migrant women domestic workers in XXXXX would be most welcome as a resubmission to *Feminist Economics*. I would like to encourage the author to respond to the problems and solutions pointed out by the reviewers and myself. The resubmission should have a coherent theoretical framework, strong grounding in the relevant literatures, adequate empirical support, thick descriptive analysis of the history and institutions, and conform to the journal’s guidelines for authors.

(Edited Reviewer reports follow – omitted here.)

### (C) AE Samples for Major Revision

#### Confidential Comments to the Editor:

I recommend a decision of “Major Revision” for this revised manuscript. The paper contributes to an important area of feminist scholarship on women’s autonomy and child outcomes. Please note that the third reviewer never did turn in a report on the revised manuscript, so I am basing my comments on two reviewers plus my own read of the paper and the first and second rounds of reports. Both reviewers, and especially reviewer 1, would like to see additional analysis, clarification, discussion, and editing. The extensive scope of these comments leads me to recommend a Major rather than a Minor Revision.

#### AE Report to the Author:

I commend the author for submitting this interesting and important revised manuscript about the impact of mothers’ education and wages, combined with gender equality at the regional level, on decisions within the household about child schooling and work. The paper contributes to an important area of feminist scholarship about the implications of female autonomy and participation in the paid labor market for household well-being. Two of the original three reviewers have read the revised version and agree that the manuscript represents a clear improvement. Yet both reviewers, and especially reviewer 1, would like to see additional analysis, clarification, discussion, and editing. Because of the extensive scope of these comments, I still cannot make a positive recommendation for this manuscript, but I am enthusiastic about the potential of your paper and encourage you to submit another revision.

As you will see, both reviewers have suggestions for giving the paper more focus, clarifying the discussion of results, further weeding out typos and strengthening the exposition, and improving the accuracy of some of the claims based on the empirical results. Reviewer 1 has numerous additional specific suggestions that can be summarized as, but are not limited to, the following:

- \* Clearly state the “take home message” of the paper.
- \* Clearly distinguish in the discussion of the results between what is factual and what is an interpretation. This concern about statements of causality was also raised by this reviewer (as well as the other two) in round one of the review process and has been insufficiently addressed.
- \* Provide more detail about data, summary statistics, construction of the variables, variable definitions, and institutional background.
- \* Carefully distinguish between substantive and statistical significance. This suggestion is also an official journal policy, as stated in the journal’s home page.
- \* Settle on a more parsimonious regression model (with fewer controls) that allows sufficient variation in the data to identify the desired effects.

In addition to these comments, please also incorporate the following substantive and editorial changes:

- (1) The theoretical discussion, although improved, is more a literature review of theoretical and empirical papers than it is a well-defined theoretical section. Ideally, as suggested in a comment

in the first round, this section should either contain a clear theoretical model, or be structured as theoretical underpinnings that generate a clear set of testable hypotheses. The review of empirical studies can then be moved to the end of the paper, to be used as a set of benchmark studies against which to compare the plausibility of the results.

(2) The references contain a number of entries labeled as “Mimeo.” Either provide more publication information (such as a website or working paper series information) or drop the citation from the paper.

(3) Double space the paper, and break-up overly long paragraphs into two.

(4) When structuring your response letter, please include all the reviewer remarks, even those you did not address (and then state why you did not address them). One problem after the first round is that several of the reviewer comments were ignored, with no discussion as to why these comments were ignored.

The reviewers’ suggestions complement each other in a positive way and will contribute to a stronger and more focused analysis. I encourage you to carefully address each comment and resubmit another revision for further consideration for publication in *Feminist Economics*.

## (D) AE Samples for Minor Revision

## Confidential Comments to the Editor:

This manuscript has come a long way, but the author's need to do a little more work before it is ready for style editing.

## AE Report to the Author:

I commend the author on the comprehensive nature of the revisions undertaken in the previous round. This paper is approaching a final version that would be suitable for publication, but one more round of editing work by the author is necessary. I encourage the author to carefully make these changes:

- \* Do a search of the words “significant” “insignificant” and “significantly” throughout the document, from start to finish, to check that you are complying with the journal's statistical policy. Try to say “statistically significant” if that is what you mean, and use other words such as “large” or “substantial” or “meaningful” or “important” when you are using the word “significant” to imply size or meaning.
- \* The last line of the abstract, and the last 3 lines of the introduction's first paragraph, are confusing and need to be restructured.
- \* p. 3. What do you mean by “sexuality”? Replace with “household roles” or “gender roles” if that is what you mean.
- \* p. 4. Delete the sentence about the Gender Disparity Index; it's not needed in the intro. Also confusing since later you call it the Gender Equity Index. This was an issue from the first round of comments that the author still has not cleaned up.
- \* p. 6. Delete the sentence “before we go any further...” Then do a careful editing of the entire paper and delete phrases like “as mentioned earlier,” “as discussed in the previous section,” “in what follows,” “we have already seen,” “as indicated earlier” and other phrases like this that make the reader jump around.
- \* p. 10 at the bottom. Clarify if you are using mother's education both in absolute and in relative terms to the father, as well as mother's wage in absolute and in relative terms to the father. Another comment from an earlier round that I did not see addressed clearly was an explanation for why you did not include mother's wage relative to father's wage.
- \* p. 12 at the top. Discuss in 1–2 more sentences why the sample selection estimates are better than the Tobit correction (what exactly do the diagnostics indicate?), and combine this whole discussion on p. 11 on corrections to endogeneity with the discussion on p. 19 on the instruments for wages. There is a redundant introduction of Table 2 across these two pages.



\* Search and replace “mother wage” with “mother's wage” and “father wage” with “father's wage.”

\* The text would be easier to follow if you deleted all of the variable acronyms from the body of the paper, and only use words to describe the variables. In many cases you are already describing the variables in words, but then you add the variable acronyms in parentheses, which makes the sentences more difficult to follow.

\* Closely related, try replacing the All-Capitalized variable acronyms in the tables with short labels that use real words to describe the variables. This part may be trickier for the interaction terms, but I think it would make the tables easier to interpret if the variables had names rather than acronyms. e.g. replace “AGE2” with “Age Squared,” “PRI\_EDU” with “Primary Education” and so forth.

\* Also in the tables, specify in a note what you mean by the stars of significance, and move the stars to the columns of coefficients rather than the columns of standard errors.

\* Tables 3 and 5: try to report a consistent number of decimal places as much as possible within these tables.

(E) AE Samples for Accept subject to Style Editing and Final Editorial Review

Confidential Comments to the Editor:

I believe that this paper is ready for style editing and the final editorial review. Reviewer 3 has made a few suggestions at the end of her report with which I concur, and the tables need some slight modification. The author can make these corrections as part of the style editing process.

AE Report to the Author:

You are to be commended for the thoroughness with which you have undertaken the revisions, and I agree with the three reviewers that the paper makes an interesting and important contribution to scholarship in feminist economics. Please note that reviewer 3 makes some suggestions for small corrections that should be made during the style editing process. In addition, while you are working with the style editor on final revisions, please do the following:

\* reorganize Table 1 into two panels, the first of which reports only the results that are proportions of the sample, and the second of which reports the means of the continuous variables with their standard deviations. For the latter, be sure to report units for each variable. Also put the standard deviations in parentheses rather than italics.\* Tables 3, 4, and 5: Put the standard errors in parentheses, and add a table note that standard errors are reported in parentheses. Thank you for submitting your work to *Feminist Economics*, and I look forward to seeing the final version.