MSR Peer Reviewer Confidentiality Agreement

As a reviewer of article submissions for the purpose of publication by McGill Sociological Review (MSR), I understand that I have the duty to maintain the confidentiality of:

(1) all materials and information submitted to MSR seeking publication
(2) all findings, determinations, outcomes, and comments associated with the reviews I perform
(3) all non-published policies, procedures, and review mechanisms associated with the peer review process.

I understand that this duty extends beyond the period of time during which I serve as a reviewer for MSR, i.e., that I will be bound by this duty as a former reviewer with regard to confidential information and materials to which I had access during my time as a reviewer.

I understand that the duty of confidentiality prohibits me from purposefully disclosing confidential information and requires me to act with due care in order to avoid the inadvertent disclosure of confidential information. Confidential information includes but is not limited to MSR policies and procedures, records, and reviewer assignments as well as the identity of authors, their article submissions, research and all other proprietary information submitted by them. I understand that I must hold in confidence all information contained in any and all such records.

I agree to take all reasonable steps to ensure that no use by me, or by any third parties, shall be made of any author's confidential material. Further, I agree to return to MSR all documentation I received for the purpose of review and not to retain any copies of such documentation.

I agree not to disclose confidential MSR information to people outside MSR or to other individuals who do not have a legitimate need to know, without prior approval of the MSR Editorial Board.

I understand that any deviation from the code of confidentiality may be ground for immediate dismissal as a peer reviewer and possible legal action.

Reviewer's Name (printed): _____

Reviewer's Signature: _____

Date: _____