

# Reviewer Guidelines

- Let the editor and authors know if your expertise and/or fields of interest cover the topic of the manuscript.
- Reviewers serve as mentors to authors, helping to revise an article until each is suitable for publication.
- Both complimentary and critical comments are vital to the process. The goal is to help authors to identify the strengths of their manuscripts as well as the weaknesses.
- Start out by summarizing the article in your own words.
- Is this topic relevant to a student audience? Why or why not?
- Provide your overall reaction as well as a list of specific comments.
- What aspects of the article were strong? What needs clarification or more detail?
- Is it well written?
- List the manuscript's strengths and its weaknesses.
- Clearly state the objectives, contributions, and limitations of the manuscript.
- Ensure that the article focuses on its stated objective.
- Check that sufficient research and evidence to support the author's claims has been provided.
- Confirm that the information provided in the article is current, accurate, and consistent.
- Cite quotations, give page numbers, and make direct reference to the specific areas of the paper on which you are commenting.
- Offer comments on tables, figures, and diagrams. Is the article too lengthy? Does it contain too many figures?
- Are the figures relevant to the discussion in the text?
- Proseminar Articles should not exceed 4 pages. Seminar Articles should not exceed 6 pages.
- Figures should be used sparingly.
- All tables, figures, and diagrams require captions.
- References should be used sparingly.

When making a final recommendation on a manuscript, please choose one of the following options:

## **10-09 Publish As Is**

The article fulfills all of the requirements listed above and is ready for publication.

## **08-06 Minor Revision**

The article contains a small number of easily correctable errors including grammar, missing references, and minor content clarification.

## **05-03 Major Revision**

The article has significant deficiencies in content and grammar. The author's claims are not backed up by facts or the information included is too broad.

## **02-00 Not Suitable for Publication**

The article is not suitable for publication. It does not offer any value to the readers.

Reviewers should make every effort to provide comments that will allow authors the opportunity to revise their manuscripts. Only those manuscripts that offer no relevance or value should be rejected.