JCI Reviewer #

I apologize for the delay in sending this to you. We have a new e-mail system and it does not work very well. For now I am using my private Hotmail account.

Thank you for taking the time to review a Critical Incident (CI) for the Journal of Critical Incidents. Our success as a journal depends upon your careful and thorough review of the attached Critical Incident and Teaching Note.

Please acknowledge your willingness to serve as a reviewer with a reply email.

We have tried to match each Critical Incident with reviewers from those areas, but we can’t always do it. If this CI is outside of your area, you can still add value by approaching it from a student’s perspective. Some CI's will have the original conference notes and a memo explaining what was changed attached. Please use the attached JCI review form for your review.

Please remember that for some of our authors this is their first foray into case-writing. Please be supportive and offer CONSTRUCTIVE criticisms. For instance, if the Critical Incident needs improvement please give concrete suggestions. If you think something should be added, what could be taken out to maintain the page length? If the learning objectives need improvement, suggest alternatives (I have attached a copy of a list of verbs using the Bloom’s Taxonomy). Please remember that the answers to the questions should be from an “A” student.

We would appreciate it if you could return your reviews to *jci@ferris.edu* by ***June 9, 2014***. If this will be a problem, please let us know as soon as possible. The second round reviews, if applicable, will be due ***August 8, 2014***.

Thank you very much for your time and efforts on behalf of the Journal of Critical Incidents.

Key Dates: Revised Journal of Critical Incidents, v6 Publication Process

**6/09/14 Reviewers return with comments**

**6/16/14 Reviewer comments sent to authors.**

**7/07/14 Revised Critical Incidents due**

**7/21/14 Critical Incidents returned to reviewers (Round 2)**

**8/08/14 Reviewers return with comments**

**8/25/14 Notify Authors whether Accepted, Conditionally Accepted, or Rejected**

**9/26/14 Final submissions due (CI, Teaching Note, Cover, Release, and Summary).**

**10/31/14 Publication of *JCI,* Volume 7.**

Sincerely,

Tim Brotherton

Tim Redmer

Second Round JCI Reviewer

Thank you for taking the time to review this Critical Incident again for the Journal of Critical Incidents. This is the second round, so you should see your previous feedback incorporated into this round. Please use the attached JCI review form for your review. In addition, if you have any additional comments to aid our accept/reject decision, we would appreciate it.

We are a bit behind schedule, but still on track for an October publication date. It would be helpful if you could return your reviews by August 19, 2011. If you need more time, please let Tim Brotherton know.

Thank you very much for your time and efforts on behalf of the Journal of Critical Incidents.

Sincerely,

Tim Brotherton