**Peer Review Guidelines**

Kinds of Professional Publications & Presentations that require review prior to publication

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| **Publication/Presentation** | **Type of Review**  **(Technical/Editorial/Policy)** | **Submission deadline** | **Time to complete review** | **Number of**  **Reviewers** |
| Abstracts for poster or oral presentations at conferences | Policy, minor Editorial and Technical | **7** business days in advance of submission deadline | **2** business days | **1** |
| Manuscript for submission into a peer reviewed publication (e.g. journal, book, proceedings) | Policy, minor Editorial and Technical | **20** business days in advance of submission deadline | **15** business days | **1** |
| Manuscript for submission into a publication that WILL NOT be peer reviewed | Technical, Policy, minor Editorial | **30** business days in advance of submission deadline | **25** business days | **2** |
| In-house publications  (e.g. SSIRs, Technical Notes) | Technical, Editorial, Policy | At least  **120** days in advance of proposed publication date | **90** business days, needs external review as well | **2** internal  at least **2** external |

* Requesting author to complete and submit Peer Review Questionnaire and documentation for review (must be in MS Word and Excel files – do not submit PDF files unless they are exhibits) to Peer Review Facilitator – (*PRF*) with copy to their supervisor requesting peer review.
* *PRF* to log requested review information into Excel Workbook database.
* *PRF* to forward to Director/Acting Director requesting appropriate reviewer\* based on rotation list or technical expertise.
* *PRF* completes Peer Review Worksheet and sends to recommended reviewer(s) with the documentation to be reviewed.
* Reviewer is to review the documentation either manually or electronically using the “track changes” in MS Word and return to *PRF* within requested timeframe.
* *PRF* to make copies of document comments & worksheet and return the reviewed document and worksheet to the requesting author for corrections/adjustments.
* Requesting author to return “final” copy to *PRF*.
* *PRF* to prepare Manuscript Clearance” forms and returns to supervisor for concurrence
* Supervisor forwards all materials/documentation to the Director/Acting Director for final approval.

\*If someone is requested to review the documentation and is unable to complete the task they will need to receive supervisors’ approval to be dismissed from this particular request.