|  |  |
| --- | --- |
| Icon  Description automatically generated | ***One More Voice* – Peer Review Process** |

**Overview**

*One More Voice* engages in a form of open peer review inspired by the practices of both the *Reviews in Digital Humanities* journal (<https://reviewsindh.pubpub.org/review-process>) and the *Debates in the Digital Humanities* book series (<https://dhdebates.gc.cuny.edu/>). The process makes authors and peer reviewers known to one another and centers on promoting knowledge exchange in a rigorous, but supportive scholarly environment. The goal is to produce high-quality scholarship that reflects well on both the author and the *One More Voice* project.

Each essay published on *One More Voice* goes through one to two stages of peer review, depending on the needs of the author. The first stage is “in house,” meaning that contributors already involved in the *One More Voice* project lead process while focusing on the quality of the given essay from the perspective of a general academic audience. The second stage brings in one or more external reviewers who are invited to review the essay with the goal of providing constructive feedback based on their domain-specific expertise. Any scholar with appropriate expertise is eligible to serve as a peer reviewer. However, the *One More Voice* project is especially interested in engaging scholars of color and other scholars who will help strengthen the project's commitment to diversity and inclusion.

**First stage of peer review (required)**

This stage of review focuses on assessing the quality of the given essay from the perspective of a general academic audience; providing peer review is limited to existing *One More Voice* project contributors. The workflow is as follows:

1. An author independently approaches the *One More Voice* project team or is invited by the project team to write an essay on a topic relevant.

2. The author submits an abstract (250-300 words) that is then reviewed and assessed by two *One More Voice* project contributors. Any relevant feedback is collected, and the feedback is shared with the author; if necessary a meeting is set up between the author and a member of the One More Voice project team to discuss the feedback.

3. Provided that the feedback is generally positive or can be comfortably addressed, the author is then invited to write the proposed essay and is assign a time limit for writing the essay, usually two months.

4. Once the author submits the essay, one to two *One More Voice* contributors work with the author to do a careful review of the essay. *One More Voice* contributors will normally suggest revisions to the text, raise points for further consideration, and assess whether the quality of the essay on the whole conforms *One More Voice* publication standards. The process of revision will be iterative and will focus on helping the author produce a publishable essay.

5. Once the process of in-house peer review concludes successfully, the author will be given two options: a) publish the essay as is on the *One More Voice* project site or b) engage in a second round of peer review. Should the author choose the first options, the essay will be published on the project site in a way that acknowledges that the essay has passed through the *One More Voice* in-house peer review process.

**Second stage of peer review (encouraged)**

This stage of review focuses on assessing the quality of the given essay from the perspective or one or more domain-specific experts. It will normally proceed at the discretion of the author. The workflow is as follows:

1. If the author of a given essay decides to take the essay through a second round of peer review, one or more *One More Voice* project contributors will work in contact with the author to identify a suitable peer reviewer. Peer reviewers may be selected by *One More Voice* project team (who ultimately have the final decision) or at the suggestion of authors.

2. Once a potential peer reviewer has been identified, a *One More Voice* project contributor will reach out to the potential peer reviewer, outline the *One More Voice* peer review process, address any questions that may arise, and invite given individual to contribute their expertise in reviewing and providing constructive feedback on the essay under consideration. Peer reviewers who agree to contribute their time and expertise will be asked to: a) identify any concerns they may have about the essay and suggest how such concerns might be resolved, and b) provide any other constructive feedback on the essay that they deem appropriate. Peer reviewers will be given one month maximum to submit their written report.

3. Once peer reviewers submit their report, it will be shared with the author, and the author will be given the chance to revise the essay based on feedback as relevant. At least one contributor from the *One More Voice* project will be available to advise the author as needed during the revision process.

4. Once the author submits the revised essay, members of the *One More Voice* project contributors will review the essay to ensure that all feedback has been addressed appropriately. If necessary any questions or concerns will be raised with the author, and the author will be given a chance to respond. As needed, this process will be iterative.

5. Once the second stage of peer review concludes successfully, the essay will be published on the *One More Voice* project site in a way that a) acknowledges that the essay has passed through the full peer review process and b) cites the name of the peer reviewer.