



SEE SUGGESTED SECTION EDITOR FOR MANUSCRIPT EVALUATION FORM BELOW

Manuscript #:

## Sample Section Editor Form

### **1. GENERAL MANUSCRIPT EVALUATION (Required)**

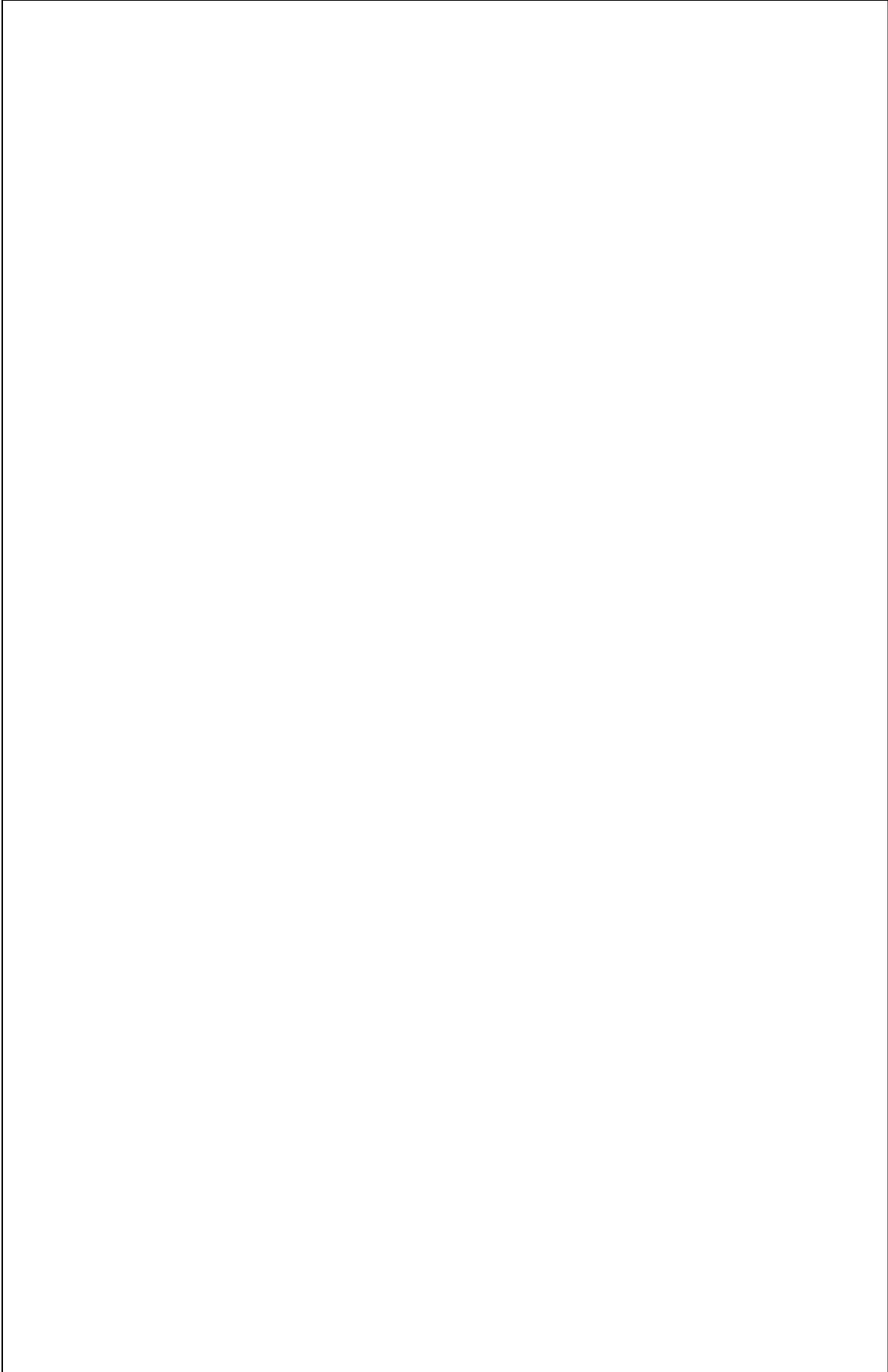
(Five-Point Scale: Excellent – 5; Good – 4; Above Average – 3; Fair – 2; Poor – 1). Insert number.

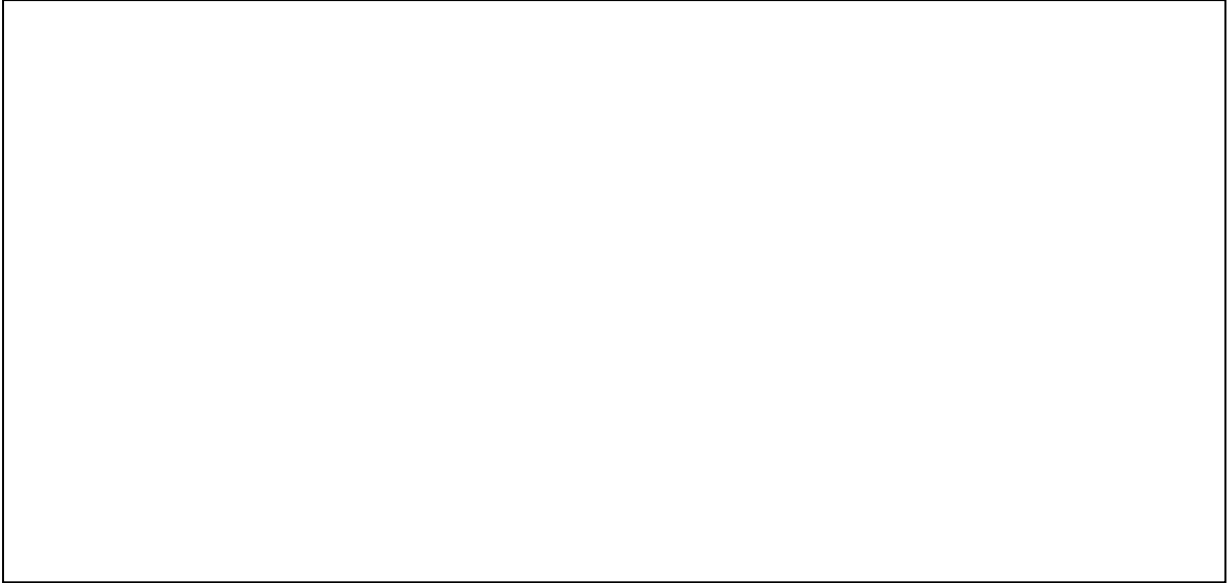
ASSIGN A SCORE (1 – 5) TO EACH OF THE BELOW EVALUATION CATEGORIES:

		1	2	3	4	5
1.	Original Content					
2.	Suitability to the Journal's Mission					
3.	Recency and Thoroughness of References					
4.	Data Analysis (empirical papers)					
5.	Research Methodology (Hypotheses, Validity, Reliability, Sampling Procedures,...)					
6.	Written Communications					
7.	Discussion & Conclusions					
8.	Tables and Graphs					
9.	OVERALL MANUSCRIPT QUALITY					

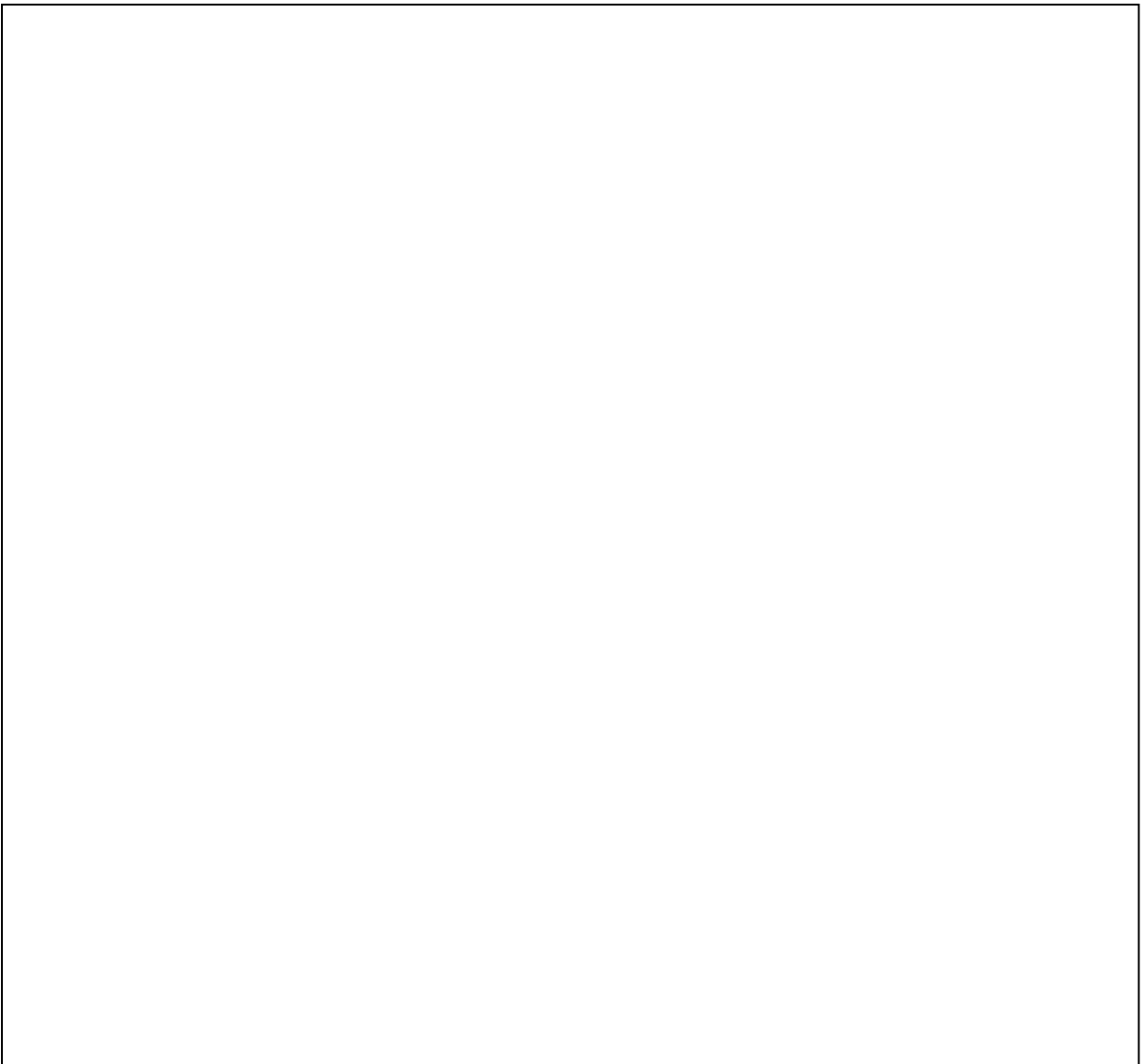
**2. RECOMMENDATIONS TO CHIEF EDITOR (Required)** (Circle appropriate number: 1 - \_\_\_)

1. To be accepted in its present form
2. To be accepted following minor revisions (*provide specific feedback*)
  - (a) editor control sufficient, or
  - (b) referee control necessary (circle *a* or *b*)
3. Major revisions required – Referee control mandatory: One resubmission allowed (*provide specific feedback*)





4. To be rejected (*brief explanation required*)



**3. MANUSCRIPT CATEGORY (unless rejected, check one)**

Original Research

Case Study

Review

Commentary

Research Notes

Practitioner's Notes

**4. NOTICE TO EDITORIAL BOARD – CONFIDENTIAL**

(Use a separate sheet of paper in case more space is needed.)

Date:

(Section Editor's Signature)

## **5. COMMENTS TO AUTHORS** (for manuscripts that require revisions)

(An evaluation of a manuscript that is assessed as in need of either minor or major revisions must include specific suggestions to the author(s) with the precise text locations indicating page and line numbers. Comments to authors may also be added to the manuscript via the MS Word 'Reviewing Pane' and 'Tracking features.'). The 'COMMENTS TO AUTHORS' section will be made available to the author(s) as a separate sheet without the identification of manuscript reviewers.