



# Virginia Cooperative Extension Peer Reviewer Feedback Form

(Please see [www.communications.cals.vt.edu/resources/publishing-process.html](http://www.communications.cals.vt.edu/resources/publishing-process.html) for details on the process.)

The review process is designed to challenge the author and the originating department to maintain high standards of excellence in preparation of their publications. Colleagues serving as reviewers play an important role in this process by ensuring that the publication is technically correct and appropriate for the target audience. As a reviewer, you do not have to provide comments on the physical appearance of the document; a graphic designer will lay out the publication once the text has been finalized.

## Consider the following points when reviewing the manuscript:

1. Technical accuracy – Is the information technically accurate?
2. Organization – Does the article flow in a logical, concise, and well-organized manner?
3. Purpose – Does it fulfill its intended purpose?
4. Illustrations – Are illustrations appropriate, necessary, accurate, and properly labeled? Do the tables, figures, and/or graphics effectively support and convey information in the publication?
5. Content – Would the publication benefit from more or less detailed information?
6. Factual accuracy – Are there errors of fact, interpretation, or calculation?
7. Conclusions – Do the author(s) effectively summarize the contents and important conclusions within the work or information reported?
8. Bias – Is there a portrayal of human stereotypes or gender bias? Is there a portrayal of bias toward or against a particular commercial product?
9. Readability – Is it easy to read and understand for the intended audience?

## **PART I. Completed by Department Head or designee**

The department head completes Part I and sends to peer reviewers with electronic content submitted by author.

**Date:**

**Publication title:**

**Purpose:**

**Target audience:**

**Abstract:**

**This content/publication is:**  New  Major revision **VCE publication number (if revision):**

**Please return this form to:**

**Name:**

**Email:**

## **PART II. Completed by Peer Reviewer**

- Peer reviewer returns this completed form and reviewed content to requestor (department head).
- Recommend for publication without revision.
- Recommend for publication after consideration of the revisions I have marked on the manuscript.
- Recommend additional work/edits be completed before publication. See comments below.

**Peer reviewer's comments:**

**Peer reviewer's name:**

**Peer reviewer's signature:**

**Date:**