Guide for Reviewers

RELEVANT ROLES

1. **Managing Editor** – the administrator

2. **Resource Editor** – individual who manages the peer review process, and corresponds with the author and peer reviewers about the resource

3. **Peer Reviewer**- a qualified members of a profession within the relevant field who helps to review the maintain standards of quality, improve performance, and provide credibility for the resources accepted in the Digital library.

4. **Author**: Individual who authored the resource and / or submitted the resource to the digital library.

NOTE: All users must have a free valid user ID to fulfill any of the roles listed above.

Questions:
Contact: ecoeddl@esa.org

PEER REVIEW PROCESS

The use of the workflow process begins after an author has submitted a resource. At that point the Managing Editor, Resource Editors and Peer Reviewers should utilize the URLS that are provided in e-mails to access the proper forms to progress through the peer review process.

IMPORTANT: Do not go directly to the resource or enter any comments in the resource record.

Once the Author submits the resource an automated e-mail is sent to the managing editors.

Step 1.   **Assign a Resource Editor**
  a. The Managing Editor reviews resource to make sure all fields are filled out appropriately.
  b. The Managing Editor assigns Resource Editor.

Step 2.   **Editorial Review or Peer Review**
Resource Editor reviews resource and determines if the resource should go through editorial review (photograph) or peer review (all other resource types).

Step 3.   **Peer Review Invitation**
Reviewer can accept or decline.

Step 4.   **Submit Comments**
Reviewer reviews resource and provide feedback using rubric and workflow form. (NOTE: Peer Reviewers comments and files are not visible to the author, only to the Resource Editor and Managing Editors.)

Step 5.   **Review Comments and Editorial Feedback**
Resource Editor reviews peer review comments and any associated files, consolidates peer reviewer comments and provides feedback to author and makes the decision to Accept, Reject, Request Revisions, etc. (NOTE: peer reviewer comments are NOT visible to authors)
  a. Once the author makes the requested revisions the editor determines if the resource needs to go through the peer review process (Step 2b), or if the editor's review (Step2a) is sufficient.
  b. If ready for publication – indicate this via the Editorial Feedback Form.

Step 6.   **Publish Resource**
  a. Managing Editor receives notification that a resource is ready for publication.
  b. Managing Editor reviews metadata – makes modifications, if necessary.
  c. Publishes resource

SAMPLE E-MAILS AND WORKFLOW FORMS

Invitation to Review (Step 3 of Review Process)

SUBJECT: You are invited to peer review a resource in *relevant digital library*.

Dear *Name of Peer Reviewer* (*user id of peer reviewer*),

You have been selected as a peer reviewer for a resource(s) from *relevant digital library*.

INSTRUCTIONS - Accept or Decline Invitation to Peer Review:

1. View the resource using the "View Record" URL provided below.

2. Go to the "Peer Reviewer Invitation" URL for each resource provided below.

3. Please indicate if you are will be able to review this resource within ***two weeks*** of receiving this e-mail.

Please email any questions to *digital library e-mail*.
Thank you!
-The *Digital Library* Team

RESOURCE INFORMATION:
Number of resources to edit: 1
Title of Resource

Peer Reviewer Invitation:

http://*ecoed.esa.org*/index.php?P=Workflow_Invitation_Reviewer_B&ID=519
View Record: http://*ecoed.esa.org*/index.php?P=FullRecord&ID=519
Submitted on: *date and time resource was submitted*

Be sure to login FIRST. Click on the *Peer Reviewer Invitation* URL to accept or decline

Peer Reviewer Invitation

Instructions

Please indicate whether or not you are willing to complete the peer review of the resource below - using the 'accept' and 'decline' buttons below.

> You can view the resource using the "View resource in a new window" button provided below.
>
> We ask that peer reviews take place within *two weeks* of receiving the invitation.
>
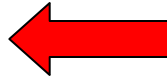> If you are able to review the resource, you will recieve an e-mail that outlines the review process.

The peer review process:

1. Log-on to the Digital Library using the link provided in the e-mail.
2. Review the resource using the appropriate review rubric (On average, it takes a peer reviewer 1 -2 hours to review a resource.)
3. The review rubrics can be downloaded here:
    1. **Learning Activity**: https://docs.google.com/uc?export=download&id=0ByVaxiCH_emGdmtuVWExUEdaeXM
    2. **Photographs and Illustrations**: https://docs.google.com/uc?export=download&id=0ByVaxiCH_emGYTZ2cTJ1TUktNDQ
    3. **Figures and Tables**: https://docs.google.com/uc?export=download&id=0ByVaxiCH_emGekV0NFhwZmNIc2
4. Submit the completed review rubric and any additional written feedback using the link provided in the e-mail.

ESA Test

| View the Resource in a new window |

| Accept Peer Review | Decline Peer Review |

CWIS

Page Gen Time: 0.35 seconds   CWIS Version: 2.4.1   DB Name: lifediscoveryed   DB Cache Rate: 6% (13/195)   Mem Usage: 3% (16.42M/512M)

Peer Review Comments (Step 4 of Review Process):

How to Access Review Workflow Space

SUBJECT: Instructions for Peer review of the resource in EcoEdDL

Dear *Name of Peer Reviewer* (*user id of peer reviewer*),

Thank you for accepting the invitation to be a peer reviewer for a resource(s) from *relevant digital library*.

We ask that the review of this resource takes place within **two weeks** of receiving this e-mail. If you are unable to meet this timeline, or have any other questions please contact us at *digital library e-mail*

INSTRUCTIONS:

1. View the resource using the "View Record" URL provided below.
2. Go to the "Provide Peer Review Feedback" URL for each resource provided below.
3. Follow instructions provided on the form.

Thank you very much for volunteering to act as a peer reviewer for *relevant digital library*. Your expert contribution to the editorial process is invaluable to ensuring the quality of *relevant digital library*'s holdings.

Please email any questions to *digital library e-mail*


RESOURCE INFORMATION:
Number of resources to review: 1

Title of Resource

**Provide Peer Review
Feedback:** http://ecoed.esa.org/index.php?P=Workflow_Review_A&ID=519
View Record: http://ecoed.esa.org/index.php?P=FullRecord&ID=519
Submitted on: 2013-09-11 08:46:53

Click on the *Feedback* URL.

Thank you!

-The *Digital Library* Team

Submit Your Comments

1. Download the appropriate review rubric for the resource Type.
2. Complete the rubric.
3. Enter your comments in the space below
4. Click Submit Review

Step 4 Peer Review Comments: (con't)

Review Submitted

SUBJECT: Thank you for completing a resource review in EcoEdDL

Dear *Name of Peer Reviewer* (*user id of peer reviewer*),

We truly appreciate your time and effort in serving as a Peer Reviewer for the *relevant digital library***.** Your expert contribution and support to the editorial process is invaluable to ensuring the quality of published resources as *relevant digital library* expands and develops its holdings.

Please provide us with feedback about your experience with the online peer review process for the resource listed below. Your feedback will help us to improve the process for new and returning resource submitters. The 7-question can be accessed at: https://www.surveymonkey.com/s/QPLFLN2

The Resource Editor may be in touch with you about questions regarding your review, or if necessary to ask for a second round of revisions.

The following resource review has been completed:
Number of resources reviewed: 1

Title of Resource

View Record: http://ecoed.esa.org/index.php?P=FullRecord&ID=519
Reviewed on: 2013-09-11 09:17:56

Again, our sincerest thanks for your contribution to *relevant digital library*! Please email any questions to *digital library e-mail*

Thank you!

-The *Digital Library* Team