



Guidelines for Manuscript Reviewers (PART ONE)

Manuscript No:

Manuscript Review Instructions and Evaluation Criteria

The *New Horizons in Adult Education and Human Resource Development* (NHAE&HRD) review process calls for a summary recommendation supported by a narrative assessment of submitted manuscripts. The following guidelines and instructions are provided to help you judge the suitability of the manuscript for publication in NHAE&HRD. Please address each point on the Manuscript Review Form bearing your Reviewer ID #, Manuscript #, and Manuscript Title. Once complete, please follow the steps to save your completed review at the end of this form and email it back to NHAE&HRD. Please save this document using your reviewer ID number as the document name.

I. Summary Recommendation Evaluation Criteria:

We ask that you begin your written review with a clear statement of your recommendation regarding the publication of this manuscript. Please use one of the following categories for your recommendation, using the criteria provided as a guide:

Conditionally Accept: These manuscripts typically have quite relevant and significant topics, with well-developed theoretical frameworks, rigorous methodological approaches, and findings that are interpreted thoughtfully and insightfully. They fall into the category of conditionally accepted because they may have flaws in one or more of the above areas. These flaws, however, can be deemed relatively minor in that they can be remedied without changes in the overall purpose or approach of the study as presented. In other words, their flaws are not fatal nor does remedying them require a significant change in the nature and presentation of the article.

Revise and Resubmit: These manuscripts also have relevant topics and show promise theoretically, and methodologically, and/or in terms of their findings. Their flaws, however, are so numerous and/or significant that a substantial reworking of the manuscript is necessary to remedy them. Such reworking might include, for example, further development of a theoretical framework, or a redesign of the methodological approach, perhaps even additional data collection and/or analysis. Thus, while there is merit in some aspects of the study, generally the required revisions would demand major or even complete redevelopment and redrafting of the manuscript.

Reject: These manuscripts, while they have been deemed within the general scope of the journal, have fundamental flaws that cannot reasonably be overcome. These flaws might be conceptual and/or methodological; typically flaws in both areas are evident in these manuscripts. Such manuscripts might exhibit a minimal or complete lack of theoretical grounding, inappropriate and/or misappropriated methodological procedures, misinterpretation of findings, and/or minimal significance or relevance to the field of adult education.

Recommendation

Please tick one of the following boxes

1. Conditionally accept
2. Revise and resubmit
3. Reject/Direct to another journal

Supporting Narrative Assessment

Follow your summary recommendation with a more detailed assessment directed to the author(s) describing the strengths and weaknesses of the manuscript. Indicate the location in the manuscript that your recommendations pertain to by using the manuscripts headings and/or page and paragraph numbers as suitable. When preparing your narrative assessment recommendations they can be typed below each question or can follow the list of questions and appear under the heading Narrative Assessment. Use as many pages as are needed.

As appropriate, please address the following questions in your narrative assessment:

- A. How important is the research and/or theoretical problem? How well-defined is the purpose?
- B. How well-developed and appropriate are the theoretical frameworks and literature reviews?
- C. How sound are the methodological approaches?
- D. How well-supported and convincing are the inferences and conclusions? Are the theoretical and practical implications appropriately indicated?
- E. How well-organized, well-written, and readable is the manuscript?

Note: If you are recommending rejection, please state the main reasons. If you are recommending conditional acceptance or revise and resubmit, please provide specific recommendations that will guide the authors in improving their work.

Narrative Assessment (Please be as complete as possible):