



Guidelines for Manuscript Reviewers (PART TWO)

Manuscript No:

II. Specific Assessment and Evaluation Criteria: Manuscript Review Checklist

All manuscripts submitted to journals have strengths and weaknesses. Very often reviewers focus their feedback solely on the weaknesses. Please try to provide a balanced view of the overall strengths and weaknesses of the manuscript. In addition to the detailed narrative assessment for the author(s), please complete the following checklist, using a six point scale, entering any specific comments where appropriate. Not all of the bullets listed will or should occur in every paper; please use the bulleted points to guide your thinking.

1. The importance of the topic

1a) Theoretical importance

- Is theoretically important
- Justifies claims to importance
- Can take the field into new directions of research

1	2	3	4	5	na
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1b) Practical Importance

- Is practically important
- Links theory and practice

1	2	3	4	5	na
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1c) Appropriateness

- Is appropriate to the journal
- Is a new, emerging, or under-researched area
- Is timely in terms of current trends
- Is provocative and provides new insights

1	2	3	4	5	na
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2. The Problem Statement

2a) Presenting the Research Problem

- Explains the principal propositions in some depth
- Provides an explanatory statement indicating the purpose of the study

1	2	3	4	5	na
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2b) Clarity and Logical Coherence

- Constructs and variables are clearly defined and differentiated
- Uses theory and arguments that are internally consistent
- Reaches logical and clear deductions and inferences
- Constructs statements in a way to be understood by a wide range of readers

1	2	3	4	5	na
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3. Relevance and Scope of the Literature Review

- Appropriate body of literature clearly identified
- Literature review is up to date
- Literature is fully discussed
- Reaches logical, clear deductions and inferences

1	2	3	4	5	na
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Key: 1 = does not meet this criterion
 2 = only meets this criterion to a very limited extent
 3 = meets this criterion in a number of respects

 4 = largely meets this criterion
 5 = completely meets this criterion
 na = not applicable

4. The Research Design and Methodological Rigor

4a) Appropriateness

- Uses appropriate design for the research problem 1 2 3 4 5 na
- Justifies use of methodology based upon research problem and questions
- Addresses issues of control, influence, causation, internal and external validity, and relevance vs. rigor
- Provides a statement of the limitations of the research design

4b) Technical accuracy

- Data is collected using appropriate instruments and sampling procedures 1 2 3 4 5 na
- Uses statistical techniques accurately
- Addresses issues relating to statistical techniques
- Uses qualitative techniques accurately
- Addresses issues relating to analyzing qualitative data
- Describes all procedures clearly

4c) Appropriateness of Data Reporting

- Reports both descriptive and inferential statistics, including significance levels 1 2 3 4 5 na
- Reports sample qualitative data to support conclusions

5. Results and Conclusions

5a) Appropriateness of Results

- Links research questions and data analysis 1 2 3 4 5 na
- Does not over-interpret or under-interpret results and conclusions

5b) Appropriateness of the Conclusions

- Links results to conclusions 1 2 3 4 5 na
- Does not go beyond results in the conclusions
- Derives theoretical implications from the results
- Derives practical implications from the results
- Places results within a broader context
- Considers both limitations and constraints in the study
- Does not overlook results that contradict or suggest alternative explanations

6. Contribution to the field of AE

- Makes a theoretical contribution 1 2 3 4 5 na
- Makes a practical contribution
- Makes a methodological contribution
- Provides a constructive replication
- Adds new insights
- Suggests new and innovative directions for research

7. Presentation

7a) Quality of the Writing

- Presents ideas clearly and in a logical and orderly manner 1 2 3 4 5 na
- Is impartial, objective and professional in the treatment of the subject matter
- Tells an integrated and consistent story

7b) Conformance to Publication Requirements

- Conforms to publication guidelines 1 2 3 4 5 na
- Follows journal style and format requirements
- Presents citations correctly

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