

Journal of the Effective Schools Project

Guidelines for Reviewers

The College of Education at Tarleton State University publishes a peer-reviewed academic journal through The Effective Schools Project, a school improvement network linking the Tarleton faculty with campus leadership teams from over fifty Texas schools in an ongoing effort to enhance school effectiveness. The members of the editorial team recognize the importance of publishing quality manuscripts and rely on the expertise of reviewers to help select manuscripts appropriate for publication.

Reviewing a manuscript written by a fellow education professional is a privilege, honor, and admirable service. We ask reviewers of Journal of the Effective Schools Project to follow the guidelines below:

Ethical Responsibility: Reviews of manuscripts are double-blind, so reviewers will not know the identity of the author. If you discern the identity of the author, please inform the editor about the conflict of interest. Reviews of manuscripts are confidential, so please do not circulate, discuss, or share manuscripts assigned to you for review. Also, be sure you are not providing identifying information about yourself in comments to the author.

Judging Content: While reviewing manuscripts, please judge the content to determine its appropriateness for the journal and its readership. All critical appraisals of content should be unbiased, fair, and professional. Consider the following guiding questions during the review process: Is the manuscript original? Does the manuscript offer a fresh perspective? Is the manuscript clear and concise?

Providing Feedback: Reviewers will use a rubric and checklist to evaluate manuscripts and must include comments and suggestions that are constructive for the author. Avoid focusing on grammatical and mechanical mistakes; the editorial staff will handle these details. However, if grammar and mechanical issues are numerous or distracting, please comment and make suggestions. Authors spend a great deal of time preparing a manuscript, so please make comments that are specific and substantive as to the **strengths and weaknesses** of their work.

Punctuality: Reviewers will be asked to review one or two manuscripts and must be timely in their contribution to the review process. Reviewers will have two weeks to complete the review process and must contact the editor (editor@thejesp.org) as soon as possible if they are unable to meet the deadline.