# Peer review criteria and instructions

## Peer review report instructions

Thank you for providing us with this valuable service. Upon completion of the review, you will receive an honorarium of (insert amount) as a token of appreciation for your time and expertise.

Please treat the manuscript as confidential. We request that you not use artificial intelligence (AI) to write the review or feed any part of the manuscript into an AI application.

As discussed, the expected due date for your review is (insert date).

If you cannot meet the due date or have questions about the following information, please contact (insert project manager name & email address).

In the case of open peer review, you will be acknowledged as a peer reviewer in the peer review statement of the book. Please let us know if you would prefer to remain anonymous.

## Information about open textbooks

Open textbooks can be freely accessed and adapted by students, teachers, and the general public. They allow for greater representation and accessibility and have been linked to improved academic outcomes. This open textbook will be published as a web book and available in other digital formats on the [Pressbooks platform](https://pressbooks.com/). The book may include multimedia and interactive activities designed to engage readers with the text. It will be freely available to readers throughout the world.

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## Information about the book

### Title

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### Intended Audience

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### Author worldview

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### Extended abstract

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### Objectives of the book

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### Chapter outline

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## Peer review feedback guidelines

We seek feedback that provides constructive (actionable) ways to improve the text, bound by the book's scope and cognizant of the author’s worldview.

### Peer review criteria

The seven core components of our peer review are subject matter, accuracy, diverse perspectives, longevity, clarity, structure, and consistency. The [table](#_heading=h.x4ayws92rk) overleaf provides details of each component.

If you identify problems with the text, please clearly explain why they are a problem. Specific comments backed by examples/evidence are helpful to authors.

### How to provide feedback

1. Add your comments directly to the manuscript. They will be anonymised when you save the Word document.
2. Tick one of the checkboxes to provide your [final assessment](#bookmark=id.tc9g9t616s4y) of the reviewed chapters.
3. Please comment on your [overall impression](#bookmark=id.rrvl5x8eytm3) of the text and any suggestions for improvement.

### Core components for peer review

Please use the following components to guide your feedback.

| Component | Details |
| --- | --- |
| Subject matter | * Covers the subject matter appropriately. * Includes relevant information, informed by research or current practice. * Content will inform the intended audience and encourage inquiry and thought. |
| Accuracy | * Subject matter is accurate, error-free and unbiased. * The text is free of spelling and grammatical errors (NB. You do not need to correct spelling, grammar and typos - it is helpful if you point them out). |
| Diverse perspectives | * Presents diverse perspectives and viewpoints, inclusive of different identities, ethnicities and backgrounds. * The text is not culturally insensitive or offensive in any way. |
| Longevity | * Content is up-to-date, but not in a way that will quickly make the text obsolete within a short time. * The text is written and arranged so necessary updates are easy to implement. |
| Clarity | * Clear and consistent terminology. * Jargon or technical terminology is adequately explained. * The content is written at an appropriate reading level. |
| Structure | * The organisation of topics is logical and clear. * Sections and chapters are arranged appropriately. |
| Consistency | * The text is internally consistent in terms of terminology and framework. |

## Final assessment

Please circle the option that represents your overall assessment.

* Reject
* Needs major revisions
* Needs minor revisions
* Accept for publication

## Overall impressions & suggestions for improvement

Please comment on:

* The rationale for your final assessment, including major (significant issues, essential for publication) or minor (smaller issues, may not be essential for publication) concerns.
* Whether the authors have accomplished their argument (is anything needed to make sense?)
* Whether you think the content makes organisational sense
* Whether you think the content meets the needs of the target audience
* Your suggestions for improving the text

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“Peer review criteria” was adapted in parts from:

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