**Down UndOER Workflow**

**Peer Review to Publication**

# Pre-Review

1. Receive draft chapter from author
2. File copy in Open Education Down UndOER > EOIs > Full Drafts
   1. Rename file using naming convention:  
      ChapterID\_DRAFT\_Brief Chapter Title\_AuthorSurname\_Institution  
      Example: 004\_DRAFT\_An Exhilarating Evolution\_Hargreaves\_UniSQ
3. File additional copy in Open Education Down UndOER > Peer Review > Drafts shared with peer reviewers
   1. Rename file using naming convention (add “REVIEW” in front of “DRAFT”)  
      ChapterID\_REVIEW DRAFT\_Brief Chapter Title\_AuthorSurname\_Institution  
      Example: 004\_REVIEW DRAFT\_An Exhilarating Evolution\_Hargreaves\_UniSQ
   2. Change share access to add reviewer with “comment” access
4. Update Chapter Progression Table (Active Chapter Timeline tab) to indicate draft received (Column G)
5. Locate details of reviewer assigned to chapter in Peer Review Schedule
   1. Add link to review copy of draft chapter (Column G)

# Preparing Review

1. Create a fresh copy of the Down UndOER Review Guide and save it in Open Education Down UndOER > Peer Review > Drafts shared with peer reviewers
   1. Rename file using naming convention  
      ChapterID\_Review Guide  
      Example: 004\_Review Guide
   2. Fill in details on first page: reviewer name, draft chapter title, link to review copy of draft chapter
   3. Change share access to add reviewer with “Edit” access
   4. Add link to Review Guide in Peer Review Schedule (Column H)
2. Send email to reviewer using template and include link to review guide just created. File PDF copy of email in Peer Review > Peer review invitations
3. Update the following to indicate chapter sent to peer reviewer:
   1. Peer Review Schedule (Column I) - Note cells I5 and J5 are using formulas to automatically tally reviews. Please don’t edit these two cells.
   2. Chapter Progression Table (Active Chapter Timeline tab, Column H)

# Post-Review

*When reviews are returned (due 30 September)*

1. Reviews are completed on the review guide document and the review copy of the draft chapter - both of which are housed in the Drafts shared with peer reviewers folder.
2. Reviewers will notify the Editorial Team when their review is complete.
3. The Editorial Team will then use template to pass along the following for the author to implement feedback:
   1. Down UndOER Review Guide specific to their chapter (ensure authors are given **“View” access only** to protect the integrity of the review).
   2. Review copy of the draft chapter (ensure authors are given **“View” access only** to protect the integrity of the review).
   3. Instructions on formatting final chapter in Word
   4. Request for author acknowledgement details
4. File PDF copy of email in Down UndOER > Peer Review > Feedback returned to authors - emails
   1. Rename file using naming convention  
      ChapterID\_Peer review feedback Open Education Down UndOER chapter  
      Example: 015\_Peer review feedback Open Education Down UndOER chapter
5. Update the Peer Review Schedule (Columns J, K, L) and Chapter Progression Table (Active Chapter Timeline tab, Column I)

# Resubmission

*When authors resubmit final chapter (due 15 October)*

1. Authors will return their final chapter to the Editorial team
2. The Editorial Team will file a copy of the final chapter in Open Education Down UndOER > Final Drafts
   1. Rename file using naming convention  
      ChapterID\_FINAL\_Brief Chapter Title\_AuthorSurname\_Institution  
      Example: 004\_FINAL\_An Exhilarating Evolution\_Hargreaves\_UniSQ
3. File PDF copy of email from author in Open Education Down UndOER > Final Drafts
   1. Rename file using naming convention  
      ChapterID\_EMAIL\_FINAL\_Brief Chapter Title\_AuthorSurname\_Institution  
      Example: 018\_EMAIL\_FINAL\_Pioneering Disruptive Change\_Kozlowski and Daley\_SCU
4. Update the Chapter Progression Table (Active Chapter Timeline tab, Column J) and the Peer Review Schedule (Column M)

# Publication

1. Editorial Team contact will import chapter to Pressbooks and style/format appropriately
2. Authors will be given an opportunity to review the final copy of their chapter in Pressbooks before publication.