

Peer-review for European Journal of ePractice

The role of the peer-reviewer is to evaluate incoming submissions relayed from the editorial team. Since the European Journal of ePractice is a community based journal, we provide constructive criticism, in a format and language that is respectful of our peers in the community.

Feedback should be given on the form appearing below together with a numerical score from 0-100. The total maximum score for a submission is 100:

- 91-100 points is an exceptional and outstanding manuscript,
- 81-90 is very good,
- 71-80 is good,
- 61-70 is average, and
- 60 and below is not recommended for publication

The editorial team will only consider publishing manuscripts that reach a minimum score of 61. If an article received less than 61 points and is rejected, the authors may still consider rewriting the article according to the feedback. In this case the new version will have a new review.

The evaluation criteria are as follows:

- Criterion 1: Structure (max. 30 points)
- Criterion 2: Content (max. 30 points)
- Criterion 3: Relevance and practical advice (max. 40 points)
- Overall assessment (ideas for improvement)

The reviewers will be contacted in beforehand to confirm their availability. The time given for peer-review is usually 3 weeks.

General instructions: Peer reviewers should provide **actionable comments** and **concrete ideas** for improvement. Based on these comments, the authors are asked to modify their articles. Vague comments with no context or without the exact text reference are generally unhelpful. Here are some examples of comments given:

“The argumentation in chapter 2.3 Interoperability Framework should be strengthened. Please point out how the framework responds to the categorisation and functions of interoperability as evidenced by recent EC documents.”

“The methodological techniques used should be made clearer. How did you analyze the population of cases? “

“A more detailed discussion of the difficulties of eProcurement is needed. Please explain the potential problems and demonstrate how these were overcome in your case.”

“Chapter 5.1 would be improved by providing a table summarising the different target groups and the impact on those.”

Language check or comments on the layout are not necessary. Only in case of very bad use of language or an unclear structure that impede peer-reviewer’s work and lower the explanatory power of the article can this be taken into account when evaluating an article.

Article: _____

Date: _____

Structure (Max. 30 points)	(Please use bullets or sentences, not keywords)
<p><u>Continuity</u>: To what extent do the paragraphs and sentences flow together? How can the author improve text flow?</p> <p>MAX. 10 POINTS</p>	
<p><u>Text structure</u>: Does the author provide a clear introduction, main section and conclusions? How can this be further improved?</p> <p>MAX. 10 POINTS</p>	
<p><u>References</u>: Are all sources properly cited? Do you miss key references? Are they up-to-date (especially policy)? Are quotations worked smoothly into the writer's prose?</p> <p>MAX. 10 POINTS</p>	

Content (Max. 30 points)	
<p><u>Understanding and Illustrations</u>: Is the evidence presented clearly in the text, so that the reader could understand points without the help of figures, tables, and graphs? Are graphs and images used effectively?</p> <p>MAX. 10 POINTS</p>	
<p><u>Explanatory power</u>: To what extent does the author present the content in a way accessible to target audience (also non-academic)? What part, if any, are unclear? Regardless of its potentially technical nature, the main ideas should be clearly and simply put.</p> <p>MAX. 10 POINTS</p>	
<p><u>Details</u>: How is the balance of detail and overview in the article? Can it be improved?</p> <p>MAX. 10 POINTS</p>	

Relevance and practical advice (Max. 40 points)	
Why will the article capture and retain readers' interest? MAX. 10 POINTS	
Does it address our audience, that is, the epractice.eu community? MAX. 10 POINTS	
Is it current, relevant and useful? Can you contribute to making it even more up to date? MAX. 10 POINTS	
To what extent can this article have an impact on the epractice.eu community? Why is it important? MAX. 10 POINTS	

Total score (max. 100 points)	
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Overall Assessment - Main ideas for improvements	
What three things would you most improve in the text?	