

NACADA Review: Academic Advising Praxis and Perspectives

Manuscript Peer Review Guidelines

Peer Reviewer Selection: The co-editors choose reviewers whose expertise will support the purpose of the *NACADA REVIEW* and, in some cases, most closely match a particular topic. NACADA members and non-members may apply or be asked to serve on the journal's Editorial Review Board. Reviewers are requested to serve a three-year term with the option of resigning after the first year. Care is given by the co-editors not to overburden any one expert as these positions are volunteer. Issues of potential reviewer bias are addressed in *Review* policies and processes by excluding reviewers from the same institution and by asking reviewers to disclose any potential conflict of interest. Editorial Board members are expected to complete an assigned review within 21 days.

The *NACADA Review* Editorial Review Board meets each year at the NACADA annual conference.

Peer-reviewer responsibilities toward authors:

- Provide written, unbiased feedback in a timely manner using the *NACADA Review's Rubric for Reviewers* and specific suggestions for improving the manuscript
- Avoid personal comments or criticism
- Analyze the manuscript from the perspective of a broad audience
- Maintain the confidentiality of the review process

Peer-reviewer responsibilities toward editors:

- Notify the editors immediately if unable to review within 21 days.
- Decline to review the manuscript when a possibility of a conflict exists
- Comply with editors' expectation for reviewers to make full use of the *NACADA Review* Rubric and manuscript guidelines
- Provide a thoughtful, fair, and constructive critique of the manuscript including ways to strengthen it
- Note any ethical concerns relative to the manuscript
- Refrain from contact with the author

Peer-reviewer responsibilities toward readers:

- Ensure the manuscripts are appropriate for a broad audience and provide enough detail for readers to understand content transferability and praxis.
- Ensure the manuscript cites relevant work by other researchers and practitioners.

The [NACADA Review website](http://www.councilscienceeditors.org) contains additional information for peer-reviewers that includes ethical responsibilities and review board activities.

Reference: <http://www.councilscienceeditors.org/resource-library/editorial-policies/white-paper-on-publication-ethics/2-3-reviewer-roles-and-responsibilities/>