

Peer Review Process for OSU Extension Educational Materials Authored by Extension Educators for State-wide Distribution

Review procedures are designed to enhance the credibility and research base of OSU Extension educational materials, protect the individual's or team's work and strengthen scholarship credentials. Papers submitted to a rigorous blind peer review process in a journal or at national professional meetings do not require this review.

OSU Extension professionals are responsible for the accuracy and overall integrity of any educational materials or print pieces they author or produce for public distribution. These may be distributed through the web, mass media, educational programs, audio, video or other means. These are referred to as "educational materials." Plagiarism and copyright infringements must be avoided. Use of citations and receiving written permission for materials, pictures or creative expressions of which you are not the original author is essential and must be included with submission of educational material for review.

All educational materials (electronic or print) intended for statewide (or broader) distribution by county educators will be submitted for blind peer review by a minimum of three people. When state and center specialists are co-authors blind peer review is not required. However, the use of a blind peer review process including out-of-state reviewers enhances the credibility of the educational material.

Educational materials published by county professionals for local use do not require a peer review unless published to the Ohioline. If non-peer reviewed material is published to the county website, this statement should be included:

"This material has not been peer-reviewed for statewide distribution."

**Peer Review Submission Guide
for
Extension Educators**

Submissions are made to appropriate Assistant Director(s).

Include a cover letter requesting the review.

General Requirements:

- Submit one (1) electronic copy of educational material as an attachment
- Submit four (4) copies of video or audio
- Include a separate title page with the contents outlined below
- Citations are complete and use APA Publication Manual (5th ed.) standards
<http://www.apastyle.org>;

Separate Title Page contents:

- Title
- Authors' full names (this is the only page where authors' names should be included)
- Title(s) and institution
- Complete mail address for lead author
- Telephone and fax number
- Electronic mail addresses for all authors
- Description of educational material: Is it print, electronic or web-based? Is it: a fact sheet, bulletin, curriculum; video audio, print piece, other?
- Abstract: Include a succinct list of the content including targeted audience and statement of need (as a result of review of literature and current related materials). Do not exceed 250 words.
- Submission date

**Peer Review Form for OSU Extension Materials
(For the Reviewer)**

[Review Form](#) (in PDF format, note you will need adobe Acrobat Reader version 7 or greater to use). You can download a latest copy of at:

<http://www.adobe.com/products/acrobat/readstep2/html>. If you don't have at least version 7 and are unable to install the latest version, then you will need to print out your complete form and fax it to the Assistant Director.

- To save to your computer: right click on the link and select "save as" or "save target as" to save on your computer.
- Once you have finished filling out the form, click either the "submit by email" button or "print button" (If you print the completed form, you will need to fax the finished information to the Assistant Director.)

REVIEW OF EXTENSION EDUCATIONAL MATERIALS

TITLE:		
Document Descriptor	Reviewer #	Document #
DUE BY: (Three weeks)		

REVIEWER INSTRUCTIONS

1. Evaluate the manuscript (**red border boxes**) in each area. Specific comments (**blue border boxes**) help the Assistant Director respond constructively to the author(s).
2. Complete all sections and return.

CONTENT criteria rating: Rate from 1 (**weak**) to 10 (**strong**).

<input style="width: 40px; height: 20px;" type="text"/>	Contribution: Expands or updates research and knowledge base, does not duplicate existing materials. Fosters the development of Extension theme areas.
Comments:	

<input style="width: 40px; height: 20px;" type="text"/>	Audience: Of broad interest and appropriate to the target audience.
Comments:	

<input style="width: 40px; height: 20px;" type="text"/>	Usefulness: Helps educators or target audience improve effectiveness; suggests applications. Uses <u>late participatory</u> learning experiences.
Comments:	

<input style="width: 40px; height: 20px;" type="text"/>	Rigor: Based on valid/reliable information, sound concepts; content is empirically, logically, and/or theoretically supported.
Comments:	

OVERALL CONTENT RATING SCALE									
Weak							Strong		
1□	2□	3□	4□	5□	6□	7□	8□	9□	10□
Reject		Reject, but resubmit after Major Revisions are made			Approve, but only after Minor Revisions are made			Approve	

Comments:	
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READABILITY criteria rating: Rate from 1 (**weak**) to 10 (**strong**).

Interest: Captures and holds the reader's attention.

Comments:

Understandable: Uses easy-to-understand language; flows smoothly.

Comments:

Development: Appropriate sequences, constructs paragraphs and sentences to support central ideas and conclusions.

Comments:

Mechanics: Uses acceptable standards of spelling and grammar.

Comments:

OVERALL READABILITY RATING SCALE

**Weak
Strong**

1□	2□	3□	4□	5□	6□	7□	8□	9□	10□
Reject	Reject, but resubmit after Major Revisions are made			Approve, but only after Minor Revisions are made			Approve		

Comments:

Citations (Did this manuscript cite recently published and credible journal articles or research reports?)

YES, publication cites an adequate number of previously published articles and research reports.
NO, publication does not cite an adequate number of previously published articles and reports.

OVERALL DISPOSITION (Check one)

Approve.
Approve after minor revisions are made to the manuscript.
Reject, but resubmit with major revisions (manuscripts may be resubmitted **twice** for further review).
Reject, **do not** resubmit this manuscript for further review.

COMMENTS SUPPORTING DISPOSITION:

Email the completed form to Assistant Director.

Peer reviews are encouraged to include electronic or hard copy of edits, comments, etc., if appropriate.