



AUSTRALIAN

EVALUATION

SOCIETY



Improving the theory, practice and
the use of evaluation



REVIEWING AND WRITING FOR THE EJA

Evaluation Journal of Australasia
Editorial Team
Online workshop 20 September
2024

ACKNOWLEDGEMENT OF COUNTRY



INTRODUCTIONS: EDITORIAL TEAM



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AIM OF SESSION

How to write a good review
(judging the quality of a
manuscript)

How to give constructive
feedback

How to respond to peer review
feedback (and improve the
quality of a manuscript)



REVIEW PROCESS

- Why do we peer review articles?
- Who can be a reviewer?
- What are the benefits of reviewing?
- What is a reasonable amount of time?

How does peer review work?

Most SAGE Journals use the SAGE Track system, powered by ScholarOne™. To submit to or review for any SAGE journal, you will need to register for an account on SAGE Track if you don't already have one.

Note: The journal editor may need to approve your application to review



WHAT MAKES A GOOD REVIEW?

Tip: If you don't have time or don't think your knowledge and experience fits, it is OK to decline!



TIPS FOR MAKING A REVIEW USEFUL FOR AUTHORS

- Practical advice that authors can action (tell them what you would like them to do)
- Critical advice that identifies gaps that should be filled (what's missing)
- Points authors to relevant literature, theory, methodologies they might have missed.

Tip: If you accept an invite to review, don't wait to be reminded. The authors are waiting for you!

WHAT TO LOOK OUT FOR?

- Does it fit with the Journal's aims?
- Is the literature up to date (last 5 years)? Have authors engaged with relevant theory?
- Is the manuscript a sales pitch or does it offer critical academic thinking?
- Are there evaluation questions? Have they been answered?
- Are there ethical issues that need to be considered?
- Does the manuscript acknowledge limitations?

WRITING THE REVIEW

First, read the manuscript, making annotations or comments as you go. This can be as detailed as you want, including editorial feedback if you have time. If you like, you can share this with the author when you submit the review. Bear in mind that the manuscript must reflect the aims of the Journal.

Second, prepare your summary feedback. If your internet is unreliable, you might want to prepare this in a Word document and then copy and paste later.

Third, submit your review through the reviewer portal.



REVIEW SPECIFICS

1. **Start with the strengths of the article** (what it contributes, relevance, writing style, presentation, references etc.)
2. **Say what should the author do to improve the article?** (general comments about literature, references, theory, evaluation theory, methodology, presentation of findings and conclusions)
3. **What specifically, do you recommend?** (specific requests, fixing errors, inaccuracies, confusing results, critical thinking and logic of argument, references that have been missed (not your own), excessive acronyms, readability, grammar and style (such as excessive use of dot points or lists or figures that don't add to the argument/presentation).
4. **Offer critical feedback.** Raise questions, challenge assumptions, make the authors think critically, make constructive, actionable suggestions.

MAKING A RECOMMENDATION

1. **Accept.** Few articles will be ready to accept at first review.
2. **Minor revision.** May be editorial (spelling and grammar), or structural. There may be small changes required for literature, methodology, findings and discussion. Changes will generally be easy to make for the author.
3. **Major revisions.** Are more significant and could require a lot more thinking work and revisions to bring it up to an acceptable standard. You should provide feedback that guides the author to help them make the changes required.
4. **Reject.** Few article should be in this category. Often the editor will make a call on whether to reject a manuscript before it goes to review. If you think it should be rejected, provide the reasons for this.

NEED MORE HELP?

SAGE has some useful tips, videos and general information



The screenshot shows the Sage Knowledge base interface. At the top left is the Sage logo. To its right are navigation links for 'Home' and 'Knowledge'. Below the logo is a breadcrumb trail: 'Home > Knowledge... > Reviewers > Reviewer gu...'. A search bar contains the text 'Find some solutions here...'. The main heading of the article is 'Where can I find guidance on how to approach a peer review?' in a large, bold, dark blue font. Below the heading, it says 'Modified on Tue, 9 Jul at 3:51 PM'.

Overview

Our free webinar series will guide you through conducting peer review, including how to get started, the basic principles of reviewing articles, what journal editors expect from reviewers, and important considerations such as research ethics and reviewer responsibilities.

TABLE OF CONTENTS

- [Things to consider before you begin a review](#)
- [What to include in a review](#)
- [Making your recommendation](#)
- [How to Be a Peer Reviewer webinar](#)
- [Learn more with the Web of Science Academy](#)

[Things to consider before you begin a review](#)

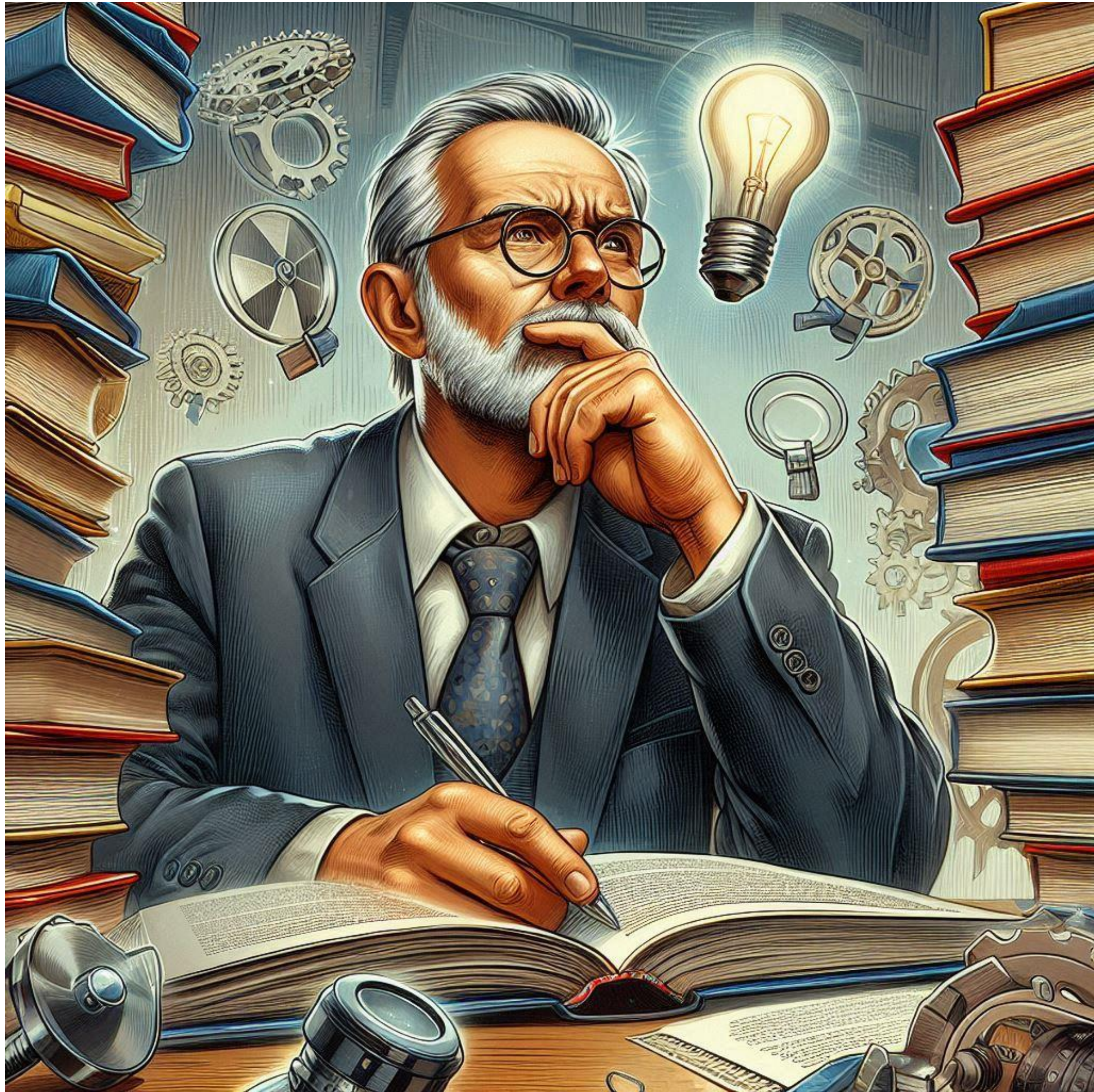
Print

Articles in this folder -

- [Where can I find guidance on how to approach a peer review?](#)
- [How can I contact the Editor of a journal I have been asked to review for?](#)
- [What are Sage's ethics and responsibility policies for reviewers?](#)
- [How do I find out more about a journal I have been asked to review for?](#)

SO YOU HAVE BEEN ASKED TO REVIEW A REVISION

1. This should be as simple as checking to see whether your feedback has been address. Authors should provide a summary of how they have (or have not) responded to reviewers' feedback. Often they will provide a tracked change or highlighted version of the manuscript to help you see what they have done.
2. If the authors have NOT responded to your feedback or have chosen to ignore or reject your suggestions, you can push back to reinforce your points of contention.
3. You aren't commenting on what other reviewers have said.
4. If the manuscript has gone off on a tangent that weakens it, you can point that out.



RESPONDING TO PEER REVIEW FEEDBACK

Tip: Remember that in most cases, reviewers are looking to help you improve the quality of your manuscript, so it is ready for publication.

TAKE THE OPPORTUNITY TO REFLECT

Before you make changes, have a good think about what the reviewers are saying.

Tip: Don't get defensive!

CREATE A RESPONSE TABLE

1. Work through the easy feedback first
2. Respond thoughtfully to each critique
3. DO NOT ignore feedback you don't like
4. You would want to have a good reason for rejecting feedback.

Feedback	Response
There are also some formatting errors that add to the confusion in this section. For example - it is unclear where the 'note' for Table 1 ends and the article's narrative resumes and there is a repeated line of text just before Figure 1.	This is now fixed as it is moved to Appendix 1
The lit review is extensive but is more of an overview than a critical consideration. Be more explicit about how your research contributes to the field – how is your situated amongst the many cited sources?	We have added a section at the end of the lit review that discusses the contribution, noting that the literature was from Australia generally, while our research was limited to remote WA and NT
Overall – consider the flow of one idea/ section to the next. A greater use of signposting would help to guide the reader through the argument.	Thanks for this suggestion. The reorganization of the earlier sections, and removal of the detailed tables and figures, helps focus on the purpose of the paper

CHECK IN WITH CO-AUTHORS

1. If you are part of a writing team, allocate response to feedback to the best person (maybe the one who contributed to the part of the paper in question)
2. Prepare your revision as a tracked change document.
3. Ask co-authors to edit the document where needed, not comment.

Tip: Use an online document to work collaboratively on the revision.

QUESTIONS AND COMMENTS

CONTACT THE EDITORIAL TEAM

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