

SAMPLE INSTRUCTIONS TO REVIEWERS  
AND  
REVIEW FORM / REVIEW CRITERIA

For Papers Submitted to iNEER Innovations Series

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Dear Colleague: Greetings.

Attached is a paper for which we invite you to provide comments as a peer reviewer. It would be a great help if you could review the paper and send me your comments by [date]. **If you are unable to provide the review or need more time, please let me know right away.** Your cooperation will be greatly appreciated.

The paper has been submitted for consideration toward possible publication in *Innovations [year]*, the annual publication of the [iNEER Network](#) (please click). This book will be the XXth in the *Innovations Series* of the annual, peer reviewed, archival publication issued by iNEER. All books are hardcover books. Your quick review is needed in order for us to meet our tight publication deadline.

Please insert your comments in the "REVIEW FORM" that appears below, addressing the review criteria by providing as much detail as you wish, and e-mail the completed Review Form to me. To show our appreciation for your help, we will include your name and country in the list of reviewers to be posted on the iNEER website. We also plan to include the list in the book itself. To see reviewer lists and other information for past iNEER Special Volumes, please visit: <http://www.ineer.org/iNEERPapers/Welcome.htm>  
Please let me know if you have any question. I thank you in advance for your help.

Sincerely,

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REVIEW FORM AND REVIEW CRITERIA

Please complete the following and insert the entire completed REVIEW FORM as an attachment to your e-mail to [ineer@ineer.org](mailto:ineer@ineer.org). On the subject line please indicate: "REVIEW FOR PAPER NO. \_\_\_\_\_" (insert Paper No.).

1. Name of Reviewer:
2. Affiliation, Title and e-Mail Address:
3. E-Mail Addresses of Suggested Appropriate Reviewers (optional):
4. Title of Paper Being Reviewed:
5. Authors' Name(s):
6. Reviewer's Comments. Please provide comments according to the following suggested topics, using as much space as necessary:
  - a. Contents (e.g.: clarity of objectives; basis of theory; conclusions drawn; understanding of subject; etc.):
  - b. Degree of Novelty or Originality (e.g.: presence of new ideas; innovative contributions; whether bulk of materials has been published elsewhere; etc.):
  - c. Structure of Paper (e.g.: general layout; use and proper numbering of figures/diagrams; etc.):
  - d. Quality of Text (e.g.: clarity of expression; consistency; readability; number of quotations and references; etc.):
  - e. Reviewer's General Opinion and Comments (e.g.: correctness of text; applicability of the items included; quality of paper; scope covered; etc.):
7. Reviewer's Summary Recommendation (Please mark "X" on only one item below):  
 Accept Paper  
 Accept Paper if Revised According to Suggestions Given in "Reviewer's Comments" Above  
 Reject Paper for Reasons Given in "Reviewer's Comments" Above