Reviewer Guide

This page provides guided instructions on how reviews should be conducted on new submissions and major revisions that are being considered for the encyclopedia. Submissions are only sent out for review after an initial editorial review has been conducted to ensure general content and stylistic alignment with the encyclopedia.

Signing Up

To volunteer as a reviewer, please send a resume or short CV to the Editorial Board.

Time Limit

To help streamline article reviews and to safeguard the donated time of our reviewers, we request that reviewers limit the amount of time they devote to reviews. Each review should take less than 30 minutes to complete, and time should be allotted as follows:

1. Receive the invitation to review email
2. Login to https://edtechbooks.org/-Rtr and accept or decline the review invitation (1 minute)
3. Read the article (less than 10 minutes)
4. Provide feedback to the authors answering the following questions (less than 15 minutes)
   a. Overall: How well does the article provide a general introduction to the topic for a novice adult, representing an international audience of educational technology researchers and practitioners?
   b. Concision: Does the article include any non-essential elements? If so, what?
   c. Completeness: Does the article leave out any essential elements (e.g., foundational work)? If so, what?
   d. Clarity: How well-written is the article (in terms of flow, readability, understandability)?
   e. Guidance: What changes should the author make prior to publication?
5. Provide feedback directly to the editor (optional, but less than 3 minutes)
6. Make a determination (1 minute)

If the review is taking longer than 30 minutes, then this is a sign that the article needs to be revised to improve flow, quality, or readability, and it should be marked for resubmission.

Grammar, Spelling, Formatting, and Punctuation

If grammatical, spelling, punctuation, or formatting changes should be made, please note this in generic terms in the author feedback and do not spend time correcting the manuscript. Such corrections are the responsibility of the original author (not the reviewer), and encyclopedia copyeditors can assist in some cases.

Timeline

Given the short length of articles in the encyclopedia and our streamlined review process, we encourage reviewers to accept and complete a review within 2 weeks of invitation.

Acknowledgment

Every Review Board member will be acknowledged in the encyclopedia and will also receive an annual certificate documenting their participation and highlighting pertinent impact metrics of their efforts.

Figure 1

Example Award and Appreciation Certificates

2022

EDTECHNICA

Editorial Certificate of Appreciation

This certificate is presented to

Jane Doe

in recognition of their valuable contributions to
EdTechnica: The Open Encyclopedia of
Educational Technology.

Jane Doe
Editor-in-Chief

Jane Doe
Editor of Quality Assurance

2022

EDTECHNICA

High-Impact Article Award

This certificate is presented to

Jane Doe

in recognition of their authored article in EdTechnica: The Open Encyclopedia of Educational Technology, which received over **10,000 views** in the calendar year.

Jane Doe
Editor-in-Chief

Jane Doe
Editor of Quality Assurance

EdTechnica: The Open Encyclopedia of Educational Technology.