

GUIDELINES FOR NRP REVIEWERS FOR NZARE CONFERENCE 2007

You have to evaluate the paper on FOUR dimensions (going down the left hand side vertically) over FOUR categories.

Remember that whilst this is a *conference* paper it is still being refereed and thus you need to take your reviewing responsibility seriously, yet it is NOT a paper being refereed for a journal article in its current form. It is expected that the author(s) would have attended to all copy editing and correct referencing before it was submitted. It is not your role to be copy-editing – although you should point out if there are flaws in the written expression, organisation, spelling, referencing etc – but that this is the responsibility of the author(s) to address these. If this is the case you should evaluate it as ACCEPT with revisions. Remember the papers are only expected to be approximately **4,000 words**, thus the argument and literature should have adequate coverage, but that it might not be as extensive as a journal article of 5,000-8,000 words. If the article is excessively long say 5,000 (or above) you should note this in your feedback and you should recommend ACCEPT with revisions, subject to the author(s) substantially reducing the word length.

You have only **three** options for your overall holistic assessment: (1) ACCEPT; (2) ACCEPT with revisions; (3) and REJECT. If you accept with revisions the revised paper will be sent **back** to you for checking that the author has *satisfactorily* dealt with what was requested. If this is the case, then on the *re-submission* you should ACCEPT this. If NOT, the author does not have a further option to revise yet again, therefore, the paper at this stage is either ACCEPTED, or REJECT – and thereby if rejected goes to a **third** (independent) reviewer.

The *significance* factor is for educational research generally and for NZARE the quality of NZARE research, specifically. The *appropriateness* factor is for an NZARE research conference and for the general theme(s) of the conference *Education in the Pacific* as well as for the strands of the conference and NZARE generally (the 35 fields listed on the Membership Forms and the NRP Reviewers' Application Form). The *quality of the research* factor is assessed against the four listed items and the *quality of writing* against the four listed items.

Specific issues:

1. How the 4 scoring qualities work on the response form – move the tick to the appropriate box by moving it on screen, or alternatively copying and pasting it in.
2. The extent of attention to formatting issues (or lack there of) – is addressed earlier.
3. The timeline for assessing ALL papers is 14 days maximum.
4. The return of the response forms is to Eddy within 14 days.
5. If the reviewer has ticked ACCEPT with revisions – Eddy will send back the revised copy and you have only 7 days to check and re-assess and return to Eddy.
6. We have a pool of third reviewers to draw upon, if papers need to be evaluated by a third referee.

If you are in doubt of anything, or require some additional assistance please contact in the first instance either Dr Richard Smith (richard.smith@aut.ac.nz), Dr Lynne Whitney (lynne.whitney@minedu.govt.nz); or Professor Clive McGee (mcgee@waikato.ac.nz) or one of the senior academics on the National Refereeing Panel sub-committee.

Please save the *Response Form* on to your computer as a Word-file. Please type directly on to form (do not print out and handwrite it). Please return to Eddy van Til via an email Word document attachment.

RESPONSE FORM

NZARE 2007 Conference – Paper Refereeing (for National Refereeing Panel)

Dear Reviewer: Thank you for offering to be reviewer. We have supplied you with electronic copy of one or more full blind papers to review. Please refer to the paper **number** in all correspondence. Each reviewer needs to complete one of these forms for *each* paper.

Each paper will be reviewed blind by two reviewers. Therefore authors will receive back two response forms per paper. The combined results will be interpreted as follows:

ACCEPT + ACCEPT	Paper has passed the conference's quality assurance process
ACCEPT + ACCEPT with revisions	A revised paper will be resubmitted to the concerned reviewer
ACCEPT with revisions + ACCEPT with revisions	A revised paper will be resubmitted to the concerned reviewers
ACCEPT + REJECT	The paper is resubmitted to a 3 rd reviewer for final decision
ACCEPT with revisions + REJECT	The paper is resubmitted to a 3 rd reviewer for final decision
REJECT + REJECT	The paper can only be presented at conference as "Not Refereed"

If an author needs to resubmit, they need to send both full and blind versions of their revised paper to the conference organiser, along with a separate document detailing the specifics of where and how the paper has been changed.

Please note that with NZARE Conferences, because NZARE wishes to promote research development, all presentations forwarded to the conference organiser are included in the *Conference Papers and Presentations* CD-Rom.

Please complete all sections below

Paper Number:	Paper Title:
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EVALUATION

Copy this into the appropriate box

	HIGH	MEDIUM	LOW	NOT acceptable
Significance of paper for educational research				
Appropriateness for an NZARE research conference (including themes etc)				
Quality of the research (conceptual/theoretical/design/analysis) Has a research base, or at least be written from an informed position that has taken cognisance of the literature in the area.				
Quality of writing (organisation, clarity, style, referencing)				
RECOMMENDATION	<i>Copy this <input checked="" type="checkbox"/> into the appropriate box</i>			
ACCEPT				
ACCEPT with minor revisions as indicated below				
REJECT				

BRIEF COMMENTS (to be read by the paper's author) (type in box below – the contents of this box can run into another page if necessary) it is expected that written feedback will be provided on ALL papers

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. Removed by Organiser before return to Author

Reviewer Name:

Date