

INSTRUCTIONS FOR REVIEWING ARTICLES FOR JAAACS

1. Please make sure that you have created an account in the JAAACS website system. To do this, please [click here for "Instructions for Creating an Account with JAAACS."](#)
2. Next, ensure that you are registered as an "Reviewer" in the website system.

To do this:

- a. Go to <http://ojs.library.ubc.ca/index.php/index/login>
- b. Sign in using your username & password.
- c. Click 'My Profile' on the right-side menu bar.
- d. Scroll down to 'Roles' and make sure 'Reviewer' is selected.



- e. Click Save.
- f. Return to your User Home.

3. On your User Home, you will see a line for “Reviewer.” The columns to the right of this title correspond to all of your activity as an author for JAAACS.

Journal of the American Association
for the Advancement of Curriculum Studies

HOME ABOUT CURRENT ARCHIVES USER HOME SEARCH ANNOUNCEMENTS

SUBMISSIONS

Home > User Home

JAAACS

Reviewer 1 Active

My Account

- [Show My Journals](#)
- [Edit My Profile](#)
- [Change My Password](#)
- [Logout](#)

USER

You are logged in as...

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)
- [Log Out as User](#)

FONT SIZE

A- A A+


JOURNAL CONTENT

Search

Search Scope

4. On this screen (User Home), click ‘# Active’ to the right of “Reviewer” (see red arrow above).

5. Click the article title.



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HOME ABOUT CURRENT ARCHIVES USER HOME SEARCH ANNOUNCEMENTS

SUBMISSIONS

Home > User > Reviewer > Active Submissions

ACTIVE ARCHIVE

<u>ID</u>	<u>MM-DD</u> <u>ASSIGNED</u>	<u>SEC</u>	<u>TITLE</u>	<u>DUE</u>	<u>REVIEW</u> <u>ROUND</u>
190066	01-08	TA	THEORETICAL ANALYSES	02-19	1

1 - 1 of 1 Items

6. Scroll down the page to the section “Review Steps.”

7. Under Step 1, record your decision to review the article or not by clicking either ‘Will do the review’ or ‘Unable to do the review.’

Review Schedule

Editor's Request	2018-01-08
Your Response	—
Review Submitted	—
Review Due	2018-02-19

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response [Will do the review](#) [Unable to do the review](#)
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission will be made available, if and when reviewer agrees to undertake review

8. Based on your decision, an automatic email will be created to the editor. You may edit this email as you desire. Once completed, please click 'Send.' You may skip sending this email, but this is not advised in any circumstance.

for the Advancement of Curriculum Studies

HOME ABOUT CURRENT ARCHIVES USER HOME SEARCH ANNOUNCEMENTS

SUBMISSIONS

Home > User > Reviewer > Email

To

CC

BCC

Add Recipient Add CC Add BCC

Send a copy of this message to my address (joseph.kyser@ubc.ca)

Attachments Choose File no file selected Upload

Subject [JAAACS] Able to Review

Body

I am able and willing to review the submission, "Theoretical Analyses," for JAAACS. Thank you for thinking of me, and I plan to have the review completed by its due date, 2018-02-19, if not before.



Send Cancel Skip Email

9. If you agree to do the review, please proceed. If not, the editorial team sincerely appreciates your consideration.

10. Scroll down to the section “Review Steps.” Under Step #3, you will see a link for the “Submission Manuscript.” Click that link.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript	190066-209370-1-RV.PDF	2018-01-08	
Supplementary File(s)	None		
4. Click on icon to enter (or paste) your review of this submission.
Review 
5. In addition, you can upload files for the editor and/or author to consult.

11. This will download the article and should open on your screen.

12. In a separate Word document, please answer the questions listed on the bottom section, “Reviewer Guidelines,” on the webpage you were on before opening the article. In addition, you are invited to include any other thoughts or concerns that arise for you.

Reviewer Guidelines



In the course of your review, please address the following questions:

1. What published work does the article address and does it position that work within the complicated conversations of the curriculum studies field?
2. In what ways does this article contribute to the thought of the curriculum studies field? What did you find of particular interest?
3. How would you assess the intellectual merit and theoretical coherence of the ideas/arguments expressed and developed in this article?
4. Do you see places and/or ways in which the author could clarify the points and arguments presented? Please be as specific as possible.
5. Are there any ways in which you would like to see the substance of the article deepened or extended, perhaps by treating related works in the field or by providing more background for the general reader in a particular area?
6. How enlightening do you find the works treated in this article in relation to the ongoing conversations of the curriculum studies field?
7. How significant and original a contribution to the field do you find the thoughts and ideas expressed about those works?
8. To what extent and in what ways does this article respond to the JAAACS mission statement below?

13. In the same Word document, please provide any comments or edits you would like make for the author and/or editor. Identify each comment with PAGE NUMBER/PARAGRAPH NUMBER/LINE NUMBER. If the page begins mid-paragraph, consider that to be Paragraph 1 for that page.
14. After reviewing the article and composing your feedback, please return to the JAAACS website. If you closed the browser as you reviewed the article, you may easily return to the correct page by completing Steps 2-6 from above.

15. Scroll down to the section “Review Steps.” Under Step #4, you will see a link for ‘Review’ as well as a bubble icon. Click that link.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript [190066-209370-1-RV.PDF](#) 2018-01-08
Supplementary File(s) None
4. Click on icon to enter (or paste) your review of this submission.
Review  
5. In addition, you can upload files for the editor and/or author to consult.

16. A window will pop up for you to enter your comments/feedback.


Please note that there are two sections available to you. First, there is a text box for Authors AND Editors to see. Second, there is a text box for just the editors to see. Please use the first box for any thoughts that you feel comfortable sharing directly with the author. Responses intended for the editor only can be typed or pasted into the second box.

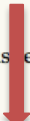
The screenshot shows a web form titled "No Reviews" with a dotted line above it. The form has a "Subject" field containing "Theoretical Analyses". Below this are two text boxes. The first is labeled "For author and editor" and contains the text "This paper needs a little improvement, but should be accepted." The second is labeled "For editor" and is empty. Both text boxes have a rich text editor toolbar below them with icons for cut, copy, paste, bold, italic, underline, list, link, unlink, HTML, and insert image. At the bottom of the form are "Save" and "Close" buttons, and a note: "* Denotes required field". Two red arrows point to the "For author and editor" and "For editor" labels.

17. When finished, click 'Save.'
18. Close the pop-up window to return to the JAAACS website.
19. Scroll back down to "Review Steps" on the website.

20. Skip Step #5 under “Review Steps.” **Do NOT upload any documents as a reviewer.**
21. At Step #6, select your recommendation (Accept Submission, Revisions Required, Resubmit for Review, Resubmit Elsewhere, Decline Submission, See Comments).

Review Steps

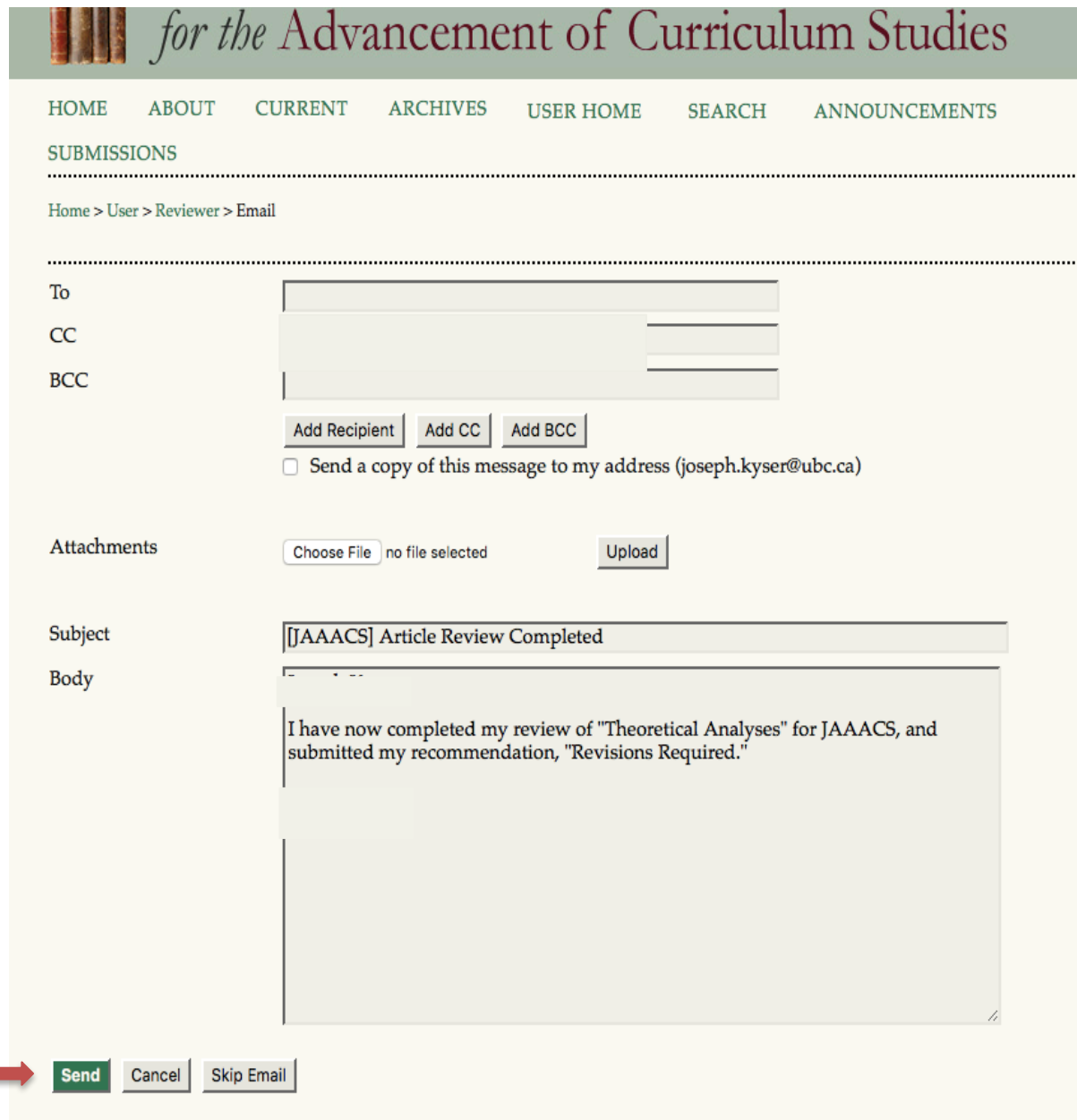
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Response Accepted
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Submission Manuscript [190066-209370-1-RV.PDF](#) 2018-01-08
Supplementary File(s) None
4. Click on icon to enter (or paste) your review of this submission.
Review 
5. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None


[ENSURING A BLIND REVIEW](#)
6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation Choose One 

22. After making your selection, click ‘Submit Review to Editor’ (see arrow above).

23. A pop-up window will appear to confirm your selection. Click ‘OK.’

24. The next screen will prompt you to an automatic email informing the editor you have completed the review. You may edit this email as you desire. Once completed, please click 'Send.' You may skip sending this email, but this is not advised in any circumstance.



 *for the* Advancement of Curriculum Studies

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Home > User > Reviewer > Email

To

CC

BCC

Send a copy of this message to my address (joseph.kyser@ubc.ca)

Attachments no file selected

Subject

Body

25. The next screen will provide an overview of the article.

To start reviewing another article, click 'My Journal' on the right-side menu and begin at Step 3 above.

If you are finished, simply click 'Log Out.'

**Journal of the American Association
for the Advancement of Curriculum Studies**

HOME ABOUT CURRENT ARCHIVES USER HOME SEARCH ANNOUNCEMENTS

SUBMISSIONS

Home > User > Reviewer > #190066 > Review

Submission To Be Reviewed

Title	Theoretical Analyses
Journal Section	Theoretical Analyses
Abstract	Abstract here.
Submission Editor	Joseph Kyser
Submission Metadata	VIEW METADATA

Review Schedule

Editor's Request	2018-01-08
Your Response	2018-01-08
Review Submitted	2018-01-08
Review Due	2018-02-19

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

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JOURNAL CONTENT
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All

Browse

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- [By Author](#)
- [By Title](#)
- [Other Journals](#)

[Journal Help](#)