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.

4. On this screen (User Home), click '# Active' to the right of "Reviewer" (see red arrow above).

5. Click the article title.

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.'

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.

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.

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    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.
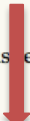

17. When finished, click 'Save.'
18. Close the pop-up window to return to the JAAACS website.
19. Scroll back down to "Review Steps" on the website.

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).
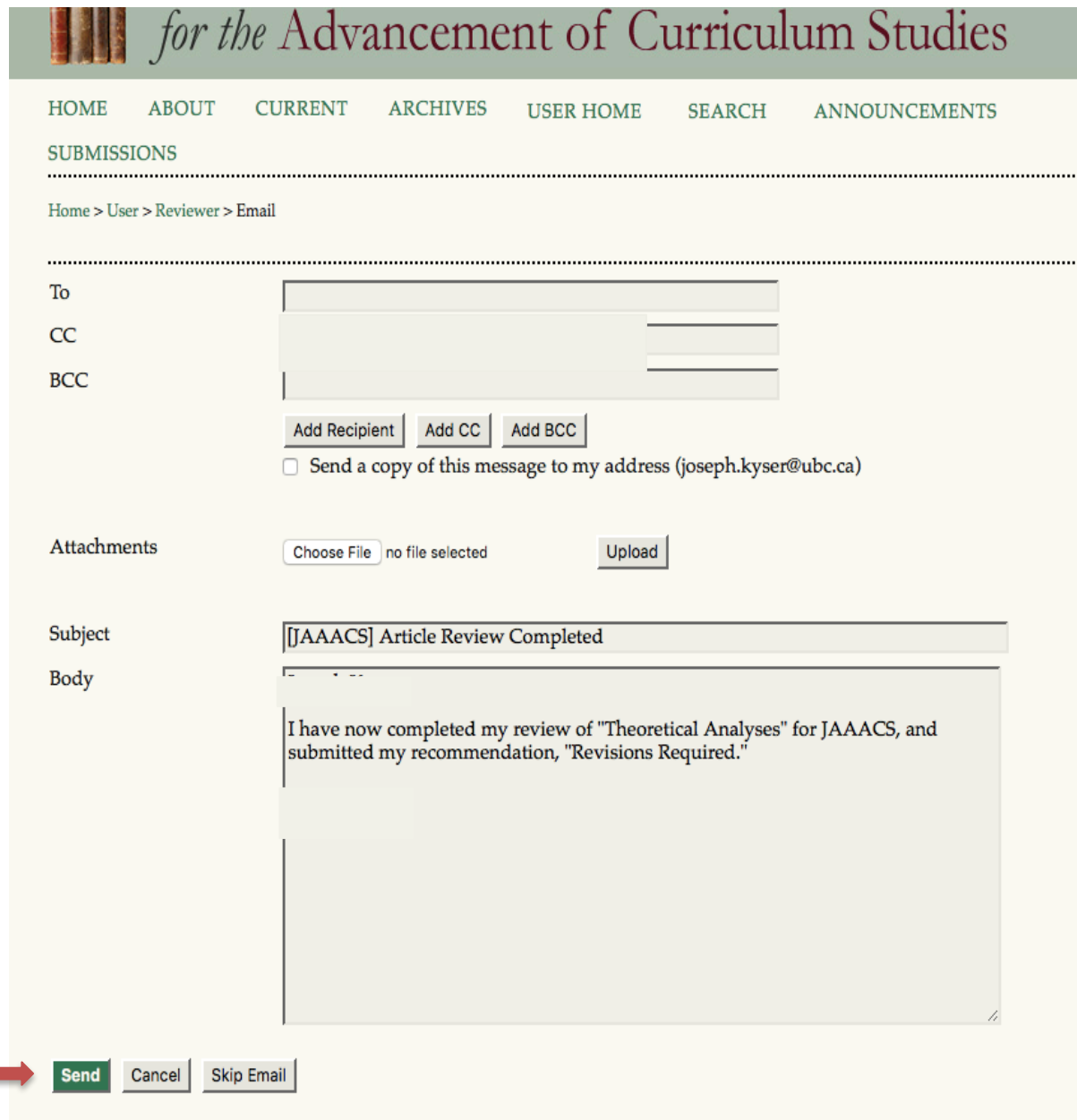
Review Steps

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.

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   Supplementary File(s)   None

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   Review 💬

5. In addition, you can upload files for the editor and/or author to consult.

   Uploaded files   None

   [Choose File] no file selected   [Upload]
   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 ▲▼]   [Submit Review To Editor]

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.

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.'