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| Article No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Article Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Instructions for the Peer Reviewer: For each criterion, please highlight or shade the box that best matches your judgment. Feel free to provide comments for each criterion. You also may provide additional comments for the author and/or editor at the end of the form. Please complete review within three weeks.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Criterion** | **Excellent** | **Good** | **Fair** | **Poor** | **Comments** | | **1. Statement of Problem or Purpose** | Excellent statement of the theoretical or practical  problem or challenge | Good statement of the theoretical or practical  problem or challenge | Fair statement of the theoretical or practical  problem or challenge | Poor statement of the theoretical or practical  problem or challenge |  | | **2. Relevance of the Topic** | Highly relevant to the mission and purpose of the  journal | Somewhat relevant to the mission and purpose of the  journal | Marginally relevant to the mission and purpose of the  journal | Not relevant to the mission and purpose of the journal |  | | **3. Importance of the Topic** | Great importance to advancing thought on archival principles and  practices | Somewhat important to advancing thought on archival principles and  practices | Marginally important to advancing thought on archival principles and  practices | Not likely to advance thought on archival principles and practices |  | | **4. Contribution to the Literature** | Provides significant original contributions to  the literature | Provides important original contributions to the  literature | Provides marginal original contributions to the  literature | Does not provide original contributions to the  literature |  | | **5. Organization** | Excellent organization of  ideas and supporting points | Good organization of ideas  and supporting points | Fair organization of ideas  and supporting points | Poor organization of ideas  and supporting points |  | | **6. Drawing and Building Upon Relevant Literature** | Provides an excellent summary of the major  points in the relevant literature | Provides a good summary of the major points in the relevant literature | Provides a fair summary of the major points in the relevant literature | Provides a poor summary of the major points in the relevant literature |  | | **7. Methodology** | Research methodology is  excellent | Research methodology is  good | Research methodology is  fair | Research methodology is  poor |  | | **8. Discussion** | Thoroughly develops major points with relevant evidence and solid  reasoning | Adequately develops major points with evidence and reasoning | Somewhat develops major points with evidence and reasoning | Contains major problems with the quality of the evidence and reasoning |  | | **9. Conclusion** | Excellent conclusion with  justification from evidence presented | Good conclusion with  justification from evidence presented | Fair conclusion without  sufficient justification from evidence presented | Poor or inadequate conclusion |  | | **10. Language & Mechanics** | Few to no errors in usage, spelling, punctuation, and  reference format | Some errors in usage, spelling, punctuation, and  reference format | Many errors in usage, spelling, punctuation, and  reference format | Major errors in usage, spelling, punctuation, and  reference format |  |   **RECOMMENDATION:**  ACCEPT. The article is acceptable for publication. Minor corrections may need to be made.  REVISE and RESUBMIT. The article is not acceptable as submitted. Encourage the author to revise and resubmit.  REJECT. The article does not merit publication.  Additional Comments for the Author:  Additional Comments for the Editor (will not be shared with the author):  Reviewer Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Manuscript Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |