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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.

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| **Criterion** | **Excellent** | **Good** | **Fair** | **Poor** | **Comments** |
| **1. Statement of Problem or Purpose** | Excellent statement of the theoretical or practicalproblem or challenge | Good statement of the theoretical or practicalproblem or challenge | Fair statement of the theoretical or practicalproblem or challenge | Poor statement of the theoretical or practicalproblem or challenge |  |
| **2. Relevance of the Topic** | Highly relevant to the mission and purpose of thejournal | Somewhat relevant to the mission and purpose of thejournal | Marginally relevant to the mission and purpose of thejournal | Not relevant to the mission and purpose of the journal |  |
| **3. Importance of the Topic** | Great importance to advancing thought on archival principles andpractices | Somewhat important to advancing thought on archival principles andpractices | Marginally important to advancing thought on archival principles andpractices | Not likely to advance thought on archival principles and practices |  |
| **4. Contribution to the Literature** | Provides significant original contributions tothe literature | Provides important original contributions to theliterature | Provides marginal original contributions to theliterature | Does not provide original contributions to theliterature |  |
| **5. Organization** | Excellent organization ofideas and supporting points | Good organization of ideasand supporting points | Fair organization of ideasand supporting points | Poor organization of ideasand supporting points |  |
| **6. Drawing and Building Upon Relevant Literature** | Provides an excellent summary of the majorpoints 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 isexcellent | Research methodology isgood | Research methodology isfair | Research methodology ispoor |  |
| **8. Discussion** | Thoroughly develops major points with relevant evidence and solidreasoning | 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 withjustification from evidence presented | Good conclusion withjustification from evidence presented | Fair conclusion withoutsufficient justification from evidence presented | Poor or inadequate conclusion |  |
| **10. Language & Mechanics** | Few to no errors in usage, spelling, punctuation, andreference format | Some errors in usage, spelling, punctuation, andreference format | Many errors in usage, spelling, punctuation, andreference format | Major errors in usage, spelling, punctuation, andreference format |  |

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