



Manuscript Peer Review Proforma

(PLEASE FILL CAREFULLY, SIGN AND SUBMIT)

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	<u>Excellent</u> statement of the theoretical or practical problem or challenge	<u>Good</u> statement of the theoretical or practical problem or challenge	<u>Fair</u> statement of the theoretical or practical problem or challenge	<u>Poor</u> statement of the theoretical or practical problem or challenge	
2. Relevance of the Topic	<u>Highly relevant</u> to the mission and purpose of the journal	<u>Somewhat relevant</u> to the mission and purpose of the journal	<u>Marginally relevant</u> to the mission and purpose of the journal	<u>Not relevant</u> to the mission and purpose of the journal	
3. Importance of the Topic	<u>Great importance</u> to advancing thought on archival principles and practices	<u>Somewhat important</u> to advancing thought on archival principles and practices	<u>Marginally important</u> to advancing thought on archival principles and practices	<u>Not likely</u> to advance thought on archival principles and practices	
4. Contribution to the Literature	Provides <u>significant</u> original contributions to the literature	Provides <u>important</u> original contributions to the literature	Provides <u>marginal</u> original contributions to the literature	<u>Does not provide</u> original contributions to the literature	
5. Organization	<u>Excellent</u> organization of ideas and supporting points	<u>Good</u> organization of ideas and supporting points	<u>Fair</u> organization of ideas and supporting points	<u>Poor</u> organization of ideas and supporting points	
6. Drawing and Building Upon Relevant Literature	Provides an <u>excellent summary</u> of the major points in the relevant literature	Provides a <u>good summary</u> of the major points in the relevant literature	Provides a <u>fair summary</u> of the major points in the relevant literature	Provides a <u>poor summary</u> of the major points in the relevant literature	
7. Methodology	Research methodology is <u>excellent</u>	Research methodology is <u>good</u>	Research methodology is <u>fair</u>	Research methodology is <u>poor</u>	
8. Discussion	<u>Thoroughly develops</u> major points with relevant evidence and solid reasoning	<u>Adequately develops</u> major points with evidence and reasoning	<u>Somewhat develops</u> major points with evidence and reasoning	Contains <u>major problems</u> with the quality of the evidence and reasoning	
9. Conclusion	<u>Excellent</u> conclusion with justification from evidence presented	<u>Good</u> conclusion with justification from evidence presented	<u>Fair</u> conclusion without sufficient justification from evidence presented	<u>Poor</u> or inadequate conclusion	
10. Language & Mechanics	<u>Few</u> to no errors in usage, spelling, punctuation, and reference format	<u>Some</u> errors in usage, spelling, punctuation, and reference format	<u>Many</u> errors in usage, spelling, punctuation, and reference format	<u>Major</u> errors in usage, spelling, punctuation, and reference format	



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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 _____

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