

# Template for Writing a Review

## 1. ACKNOWLEDGE

**Gratitude:** Start by acknowledging that the author(s) have done a lot of work regardless of your evaluative judgement about the manuscript.

Thank you for this contribution to [refer to the broad topic area]. I read the piece with great interest because...

**Affirmation:** Affirm that the authors are members of our scholarly community seeking to contribute new knowledge, and affirm that you are seeking to support this process.

I want to affirm the commitment of the author(s) to [refer to the broad aim of the paper] and support the creation of new knowledge as a member of this scholarly community by offering reviews that seek to strengthen the work.

## 2. RECOGNIZE

**Purpose and aims:** Authors are seeking to do something in their manuscript, and as reviewers it is helpful to understand the authors' purpose.

The purpose of this work is to [copy and paste aim statement from the paper abstract or body of the work].

**Contribution:** A key consideration in reviewing is making a judgement about the nature of the contribution to research and practice. Identifying this contribution is important, and sharing this helps to frame the review.

In doing this work, the authors are seeking to contribute [copy and paste from the text using author/s direct words].

## 3. EVALUATE

**Judgement:** Be upfront about your recommendation to the editors with a brief rationale before offering guidance to strengthen the piece.

I have recommended this manuscript be [accepted as is/accepted pending revisions/declined for publication]. Below I offer suggestions to the author/s to strengthen the work.

## 4. GUIDE

**Organized points to enhance the work:** Offer suggestions to guide revisions that are organized by themes (e.g., methods, theoretical framework, alignment of aims/contributions/findings, tone, strength of contribution in conversation with existing literature). I tend to number them, as this helps the review process if authors have revisions to make. Avoid focusing on minor editing in this section, and focus instead on the content and what authors are saying.

I have three main suggestions to enhance this work.

From *Writing about Learning and Teaching in Higher Education: Creating and Contributing to Scholarly Conversations across a Range of Genres* by Healey, Matthews, and Cook-Sather. Elon University Center for Engaged Learning, 2020. <https://doi.org/10.36284/celelon.oa3>.

**Minor editorial comments:** Offer guidance on minor editorial or grammar issues that are easily fixed. List by referring to page and column number.

## **5. CONCLUDE**

**Support:** End with reminder of your intention regardless of the decision about the manuscript.

In closing, I encourage the authors to... I hope my comments to enhance the piece are helpful.

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### **Text-only version for easy copy/paste**

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I want to affirm the commitment of the authors to [refer to the broad aim of the paper] and support the creation of new knowledge as a member of this scholarly community by offering reviews that seek to strengthen the work.

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#### **Minor editorial comments:**

In closing, I encourage the authors to... I hope my comments to enhance the piece are helpful.