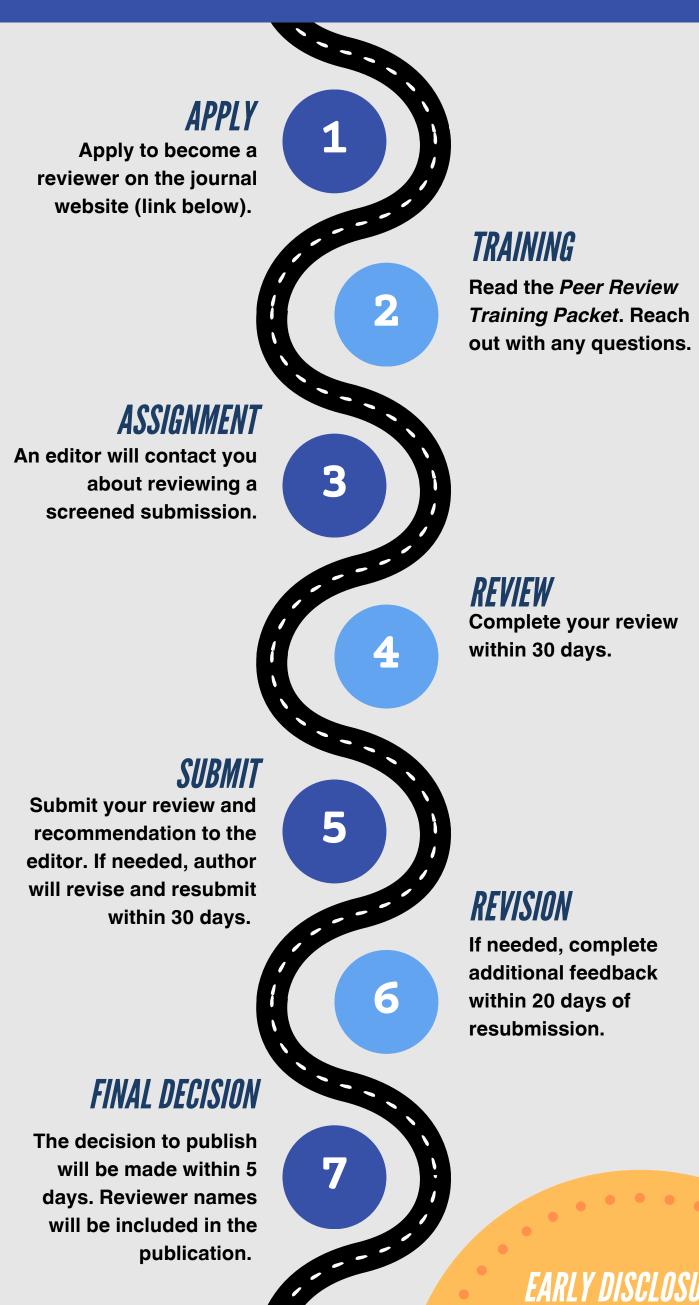# *TRANSFORMING COMMUNITIES*
PEER REVIEW ROADMAP

Transforming Communities (*TC*) is a peer-reviewed, open-access journal that publishes community-based research on social problems as well as innovative solutions to improve community well-being. The open peer-review process at *TC* supports transparency and collaboration among authors, reviewers, and editors. The open peer-review process is managed by the *TC* editorial team based on guidance provided by reviewers.

APPLY
1
Apply to become a reviewer on the journal website (link below).

TRAINING
2
Read the *Peer Review Training Packet*. Reach out with any questions.

ASSIGNMENT
3
An editor will contact you about reviewing a screened submission.

REVIEW
4
Complete your review within 30 days.

SUBMIT
5
Submit your review and recommendation to the editor. If needed, author will revise and resubmit within 30 days.

REVISION
6
If needed, complete additional feedback within 20 days of resubmission.

FINAL DECISION
7
The decision to publish will be made within 5 days. Reviewer names will be included in the publication.

EARLY DISCLOSURE
To increase collaboration, reviewers and authors may opt to mutually disclose identities to one another before publication. Please contact *TC* for details.

VISIT THE TC JOURNAL WEBSITE <u>HERE</u>
APPLY TO BECOME A REVIEWER <u>HERE</u>
EMAIL QUESTIONS TO
TCJOURNAL@AGGIES.USU.EDU

College of Humanities & Social Sciences
Transforming Communities Institute
UtahStateUniversity.

TRANSFORMING COMMUNITIES
HOW TO WRITE A REVIEW: MANUSCRIPT SUBMISSIONS

1 THOROUGHLY READ THE ENTIRE SUBMISSION
Read through entire manuscript, then re-read taking notes as you go.

2 EVALUATE ABSTRACT AND INTRODUCTION
Abstract, keywords and introduction are topical and contextualize the project.

3 ENSURE CONTENT ENHANCES UNDERSTANDING
Background is concise with references. Other sections are correctly evaluated.

4 PROVIDE FEEDBACK FOR AUTHORS
Write a summary of your review using the Specific, Knowledgeable, Kind Framework.

5 MAKE A RECOMENDATION FOR PUBLICATION
Use: Accept w/ no revisions, accept w/ minor revisions, major revisions required, or reject

Check for these elements in all submissions

☑ DOES IT FOLLOW ETHICAL GUIDELINES AND USE BIAS-FREE, INCLUSIVE LANGUAGE?

☑ DOES IT ADDRESS A WIDE AUDIENCE USING CLEAR CONCEPTS AND REDUCING JARGON?

☑ DOES IT PROVIDE SUFFICIENT EVIDENCE AND SUPPORT FOR THE CLAIMS IT MAKES?

☑ DOES IT CENTER AROUND COMMUNITY NEEDS AND IMPACT?

Important Factors to Consider

Types of Manuscripts Published by TC:

Reviews

Research articles

Literature reviews

Research notes

White papers

Commentaries

Case studies

Policy briefs

Fact sheets

<u>Please review Author Guidelines</u>

When providing feedback, reviewers should be:

<u>Specific:</u> Give detailed, actionable comments. Consider the coherence of the entire submission.

<u>Knowledgeable:</u> Understand the journal guidelines and how the work influences the field.

<u>Kind:</u> Comments should uplift and mentor. Avoid making assumptions. Be timely in your submissions.

Alexander, J., Cheek, R., Itchuaqiyaq, C. U., Shirley, B., & Walton, R. (2019, March 13). Specific, knowledgeable, and kind: A heuristic for the journal publication process. Workshop presented at the 22nd annual Association of Teachers of Technical Writing conference, Pittsburgh, PA.

Papers with:

<u>Methods</u>

- Should include design, sample, data collection procedures, instruments, and analysis

<u>Results</u>

- Should be supported by data and use an appropriate method of data analyses

<u>Discussions</u>

- Should align with results, includes previous literature, and acknowledges limitations

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TRANSFORMING COMMUNITIES
CENTERING ANTIRACIST & ANTI-OPPRESSIVE PRACTICES

Antiracism and anti-oppression involve actively opposing racism and inequality. Going beyond simple avoidance, authors and reviewers must proactively dismantle injustice and promote inclusivity. Addressing traditional exclusionary and oppressive publishing practices, *Transforming Communities* offers the following direction for authors and reviewers adapted from "Anti-Racist Scholarly Reviewing Practices," a living document providing explicit guidance on inclusive practices.

ACKNOWLEDGE DIVERSE BACKGROUNDS & KNOWLEDGE SYSTEMS

- Citation practices contribute to scholar visibility.
- Recommend relevant citations and consider citation gaps that exclude works of marginalized and underrepresented scholars.
- Respect lived experiences as a source of expertise and value diverse perspectives beyond your own.

IDENTIFY & INTERVENE IN HARMFUL SCHOLARLY WORK

- Identify practices and methods that may cause or perpetuate harm to a marginalized group or individual.
- Reviewers provide relevant feedback and recommend rejection or require revisions to intervene.
- Respond to work on its own terms and create space for different styles of scholarly communication.

USE BIAS-FREE & INCLUSIVE LANGUAGE

- Respect people's self-identified pronouns.
- Use terms preferred by groups to refer to themselves.
- Engage conversations about how dominant group perspectives and bias are addressed in the work.
- Read and follow the American Psychological Association's guidelines for use of bias-free and inclusive language.

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