

REVIEW GUIDELINES & FORM FOR PRACTICE BASED SUBMISSIONS

1.	Title of submission:
2.	Track/Practice Area:
3.	Instructions <ul style="list-style-type: none">• In section above, complete the fields the (1) title of submission and select the submission category (2).• Each submission is to be reviewed using the review form below. The review form has been developed to provide a systematic way of assessing the paper submissions to the conference.• Reviewers are requested to use the form for guidance by reading the guiding questions, then select the appropriate score and provide comments to support the score for each item.• Items 1-8 have to be scored and supporting comments provided for each.• Lastly, total the scores and provide a final score out of 40 points at the end of the form.• This is a double-blind peer review process, the identity of the reviewers will not be revealed to the authors.

Submission Review Assessment Form

	Guiding Questions	Score/Comments										
1.	<p>The Abstract</p> <ul style="list-style-type: none"> The Abstract is the portion of the paper where the authors provide a summary that presents the paper’s most important features. The Abstract should be succinct, yet able to stand alone and be understood without reading the paper. In the Abstract, the authors should give a succinct account of the purpose, findings and significance of the study within 150-250 words <p>Guiding questions</p> <ul style="list-style-type: none"> Can the Abstract be understood without reading the paper? Does the Abstract adequately summarize the essential details - purpose, findings and significance of the study? Does the abstract avoid unnecessary extraneous information such as citations of literature reviewed, unfamiliar abbreviations, tables, figures etc? 	<table> <tr><td>Excellent</td><td>5</td></tr> <tr><td>Very Good</td><td>4</td></tr> <tr><td>Good</td><td>3</td></tr> <tr><td>Fair</td><td>2</td></tr> <tr><td>Weak</td><td>1</td></tr> </table> <p>Provide comments to support your assessment</p>	Excellent	5	Very Good	4	Good	3	Fair	2	Weak	1
Excellent	5											
Very Good	4											
Good	3											
Fair	2											
Weak	1											
2.	<p>Introduction Section</p> <ul style="list-style-type: none"> This should provide the context and justification for the practice and address the following issues: <ul style="list-style-type: none"> what is the problem/opportunity being addressed? which target audience/population is being affected? how is the problem impacting on the target audience/population? what were the objectives being achieved? 	<table> <tr><td>Excellent</td><td>5</td></tr> <tr><td>Very Good</td><td>4</td></tr> <tr><td>Good</td><td>3</td></tr> <tr><td>Fair</td><td>2</td></tr> <tr><td>Weak</td><td>1</td></tr> </table> <p>Provide comments to support your assessment</p>	Excellent	5	Very Good	4	Good	3	Fair	2	Weak	1
Excellent	5											
Very Good	4											
Good	3											
Fair	2											
Weak	1											
3.	Design (Plan) & Implementation of the Practice Section											



	Guiding Questions	Score/Comments
	<ul style="list-style-type: none"> • What is the design, plan or strategy of the practice <ul style="list-style-type: none"> ○ what are the main activities carried out? ○ when and where were the activities carried out? ○ who were the key implementers and collaborators? ○ what were the resource implications? 	Excellent 5 Very Good 4 Good 3 Fair 2 Weak 1 Provide comments to support your assessment
4.	Results/Findings of the Practice – Outputs and Outcomes Section	
	Guiding questions <ul style="list-style-type: none"> • what were the concrete results achieved in terms of outputs and outcomes? • was an assessment of the practice carried out? If yes, what were the results? 	Excellent 5 Very Good 4 Good 3 Fair 2 Weak 1 Provide comments to support your assessment
5.	Lessons Learnt	
	Guiding questions <ul style="list-style-type: none"> • what worked really well – what facilitated this? • what did not work – why did it not work? 	Excellent 5 Very Good 4 Good 3 Fair 2 Weak 1 Provide comments to support your assessment
6.	The Conclusion Section	



	Guiding Questions	Score/Comments
	<ul style="list-style-type: none"> The conclusion is intended to help the reader understand why the practice-based study should matter to them after they have finished reading the article. A conclusion is not merely a summary of the results/findings (Outputs and Outcomes) of the practice but a synthesis of key points. For most articles, one well-developed paragraph is sufficient for a conclusion, although in some cases, a two-or-three paragraph conclusion may be required. It presents the last word on the issues you raised in the article. Just as the introduction gives a first impression to the reader, the conclusion offers a chance to leave a lasting impression. <p>Guiding questions</p> <ul style="list-style-type: none"> how have the results benefited the target audience/population? why may that intervention be considered a “Best Practice”? recommendations for those intending to adopt the documented “Best Practice” or how it can help people working on the same issue(s). 	<p>Excellent 5 Very Good 4 Good 3 Fair 2 Weak 1</p> <p>Provide comments to support your assessment</p>
7.	<p>Paper’s timeliness?</p> <p>Guiding question</p> <ul style="list-style-type: none"> Is the paper timely and relevant to a current problem or specific practice issue in open, distance and eLearning? 	<p>Timeliness of the topic?</p> <p>Excellent 5 Very Good 4 Good 3 Fair 2 Weak 1</p> <p>Provide comments to support your assessment</p>



	Guiding Questions	Score/Comments
8.	Quality of Writing/ Organization	
	<p>Guiding questions</p> <ul style="list-style-type: none"> • What is your overall impression of the writing/organization? • Is the paper legible, well written with few grammatical errors? • Is the paper properly organized leading to a coherent account? • Are there important references that are not mentioned that should be noted? • Is there a list of references that give additional information on the “Best Practice” for those who may be interested in how the results have benefited the target audience 	<p>Quality of writing/organization</p> <p>Excellent 5 Very Good 4 Good 3 Fair 2 Weak 1</p> <p>Provide comments to support your assessment</p>
9.	Overall Recommendation	
	<p>The three reasons cited most often by reviewers for acceptance of a paper (which accounted for approximately 50% of positive comments) were,</p> <ul style="list-style-type: none"> • first, the paper was considered timely and relevant to a current problem; • second, the paper was considered well written, logical, and easy to comprehend; • and third, the study was well designed. <p>Guiding questions</p> <ul style="list-style-type: none"> • What is your overall global recommendation for this paper? 	<p>What is your overall recommendation for this paper?</p> <ul style="list-style-type: none"> • Accept • Accept Pending Minor Revisions • Reconsider After Major Revisions • Reject <p>Total Score/40</p>



	Guiding Questions	Score/Comments
	Overall comments for the Conference Committee	
	Overall comments for the Author(s)	

