

## Reviewer's Sheet for *Non-Statistical* Manuscripts

**Manuscript Title:** <TITLE>

Weighting Criteria	Excellent (4)	Good (3)	Fair (2)	Poor (1)	Row Values
The information is substantial and relevant to community college concerns. (5)*					
The manuscript poses a clear objective and that objective is met. (5)*					
The manuscript argues a point of view that persuades the reader to think or take action. (5)*					
The manuscript is tightly written; transitions are smooth and cohesive; a conclusion, absolute or not, is clearly stated by the end of the piece. (3)*					
Accurate grammar/punctuation (3)*					
The author uses stimulating, non-repetitive, informative language (2)*					
The manuscript follows a clear pattern of organization such as (but not limited to), chronology, cause and effect, process, or logic (deductive or inductive). (2)*					
* Multiply item values by column values to produce row values, which when added provide a total (possible 100)					<b>Total</b>

***Overall Recommendation (narrative comments on back):***

- Accept
- Accept with minor editorial revision (grammar, punctuation, etc.)
- Accept with major revision by author(s)
- Reject
- Reject, but advise submission to another journal such as \_\_\_\_\_

*Reviewer's Signature:* \_\_\_\_\_

*Affiliation:* \_\_\_\_\_ *Date* \_\_\_\_\_

*Address:* \_\_\_\_\_

\_\_\_\_\_