

Volunteer Position Description: *The Educational Forum* Editorial Reviewer



- Purpose:** To provide clearly written, specific, well-organized, constructive, and informed feedback meeting specific criteria in the evaluation of manuscripts considered for publication.
- Reports to:** Academic Editor/Managing Editor of *The Educational Forum*
- Length of Commitment:** 2 or 3 years
- Meetings:** None
- Expectations:** To complete reviews as assigned by deadlines. This consists of 4–6 manuscripts (less than 7,000 words each) per year.

Desired Qualifications and Attributes:

- Subject-matter expert in one or more topical, research, or interdisciplinary areas needed by panel
- PhD or EdD in Teacher Education or another discipline
- Published journal author
- Prior experience as a reviewer
- Current and relevant knowledge of the field of education

Key Responsibilities:

- To determine the accuracy, relevancy, clarity, and prevailing nature of content; the strength of the presentation and conclusion—in other words, the substantive measure of the work
- To direct comments to authors that help in strengthening manuscripts to make them more useful resources for readers
- To make clear recommendations to the Academic Editor(s) regarding suitability of manuscripts for publication

Contact the Staff Liaison only if you have specific questions about the position.

Staff Liaison: Kathie-Jo Arnoff, Director of Publications

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