

Volunteer Position Description:  
***KDP Record* 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:** Managing Editor of the *KDP Record*
- Length of Commitment:** 2 or 3 years
- Meetings:** None
- Expectations:** To complete reviews as assigned by deadlines. Reviews consist of up to 9 manuscripts (fewer than 3,500 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 for readers
- To make clear recommendations to the Academic Editor 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 and Managing Editor of the *KDP Record*  
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