

**International Graduate Studies Human Resource Development**

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HRD JOURNAL GUIDELINES FOR MANUSCRIPT REVIEWERS

PART 1: GUIDELINES FOR MANUSCRIPT REVIEWERS

Your contribution as a reviewer is very important to both the Editorial Team and the author(s). You can help by ensuring that you provide feedback to us. Please keep in mind that authors have devoted considerable effort to preparing their submissions, and this should be acknowledged in the quality of feedback we provide them.

Manuscript review checklist

All manuscripts submitted to the HRD journal may have both strengths and weaknesses. Very often referees focus their feedback solely on the weaknesses. We would like to ensure that the authors receive a balanced view of the overall strengths and weaknesses of each manuscript. So, in addition to detailed written feedback comments for the author(s), we should also like you to complete the checklist provided in the manuscript review part of this form.

Rating and recommendation

Please provide your overall rating and recommendation on the manuscript's overall rating and recommendation part of this form.

MANUSCRIPT ASSESSMENT FORM

MANUSCRIPT NO.

TYPE OF PAPER: Academic paper

TITLE OF PAPER:

MANUSCRIPT REVIEW CHECKLIST

Quality level key: 4 = Excellent, 3 = Good, 2 = Fair, 1 = Unsatisfactory

Assessment Criteria	Quality Level				Remarks
	4	3	2	1	
<p>The Quality of Writing</p> <p>1. Quality of the writing: presents ideas clearly and in a logical and orderly manner.</p>					
<p>2. Is objective and professional in the treatment of the subject matter, tells an integrated and consistent story</p>					
<p>3. Quality of manuscript typing, grammatical errors, used of the right language.</p>					
<p>Contribution to the body of knowledge in the field</p> <p>4. Theoretical contribution: is theoretically important; justifies claims to importance; can take the field into new directions of research.</p>					
<p>5. Practical contribution: is of practical importance; links theory and practice.</p>					
<p>6. Appropriateness: Is appropriate to the HRD journal; is a new, emerging, or under researched area; is timely in terms of current trends; is provocative and provides new insights.</p>					
<p>Literature Review</p> <p>7. Relevance and scope of the literature review: appropriate body of literature clearly identified; literature review is up to date; literature is fully discussed; reaches logical.</p>					

Assessment Criteria	Quality Level				Remarks
	4	3	2	1	
8. Trustworthiness: provide evidence to justify the validity of the writing by providing both in text reference and bibliography.					
Conclusions 9. Appropriateness of writing conclusion, application to the theory or practices					
Total					

DETAILED QUALITATIVE FEEDBACK

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OVERALL RATING AND RECOMMENDATIONS

Overall Rating: Excellent Good Fair Unsatisfactory

Unsatisfactory rating: paper may be rejected or a new version may be submitted for reconsideration

Fair rating: paper may be accepted for presentation subject to a major revision

Good rating: paper may be accepted for presentation with a minor revision

Excellent rating: paper may be accepted for presentation without revision or with a very minor revision

Recommendations:

Acceptable: * In present form With minor revision With major revision

Unacceptable: A new version may be submitted

NAME OF REVIEWER:

DATE: