

Virginian Henderson International Nursing Library online research repository (“VHL Repository” or “the repository”)

Independent Submissions Collections

Reviewer Checklist

Please review all author-submitted information fields and the uploaded document file(s) during the review process.

The submission should be complete and ready for public dissemination when the author initially submits the work for review.

Reviewers are not responsible for determining a submission’s impact or value to the nursing research community at large.

The following checklists will lead reviewers through the review process. There is a checklist for examining the author-supplied descriptive fields and one for the submitted documents file(s). The descriptive field checklist is shown first, but reviewers may choose to review the document file(s) prior to examining the descriptive fields or combine both sets of steps in an order which best suits their working methods, whichever is easiest and makes the most sense.



Initial steps:

___ **Step 1.** Before taking the task, make note of the name that appears in the item’s “Submitted by” field.

___ **Step 2.** After taking the task, briefly review both the author-supplied information fields and the uploaded document file(s).

If the information and/or the uploaded document file or files are not complete and/or contain typos, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

___ **Step 3.** Does the item appear to fit within the collection to which it was submitted? If no, please stop the review and reject the item with a note to the author regarding a more suitable VHL repository collection.

___ **Step 4.** Look at the author name(s). Does one of the names match the name in the “Submitted by” field as previously noted? If one of the names does not match, please reject the item with a note to the submitter that he or she must be the author/co-author and/or hold copyright to the item in order to submit it to the VHL repository.

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(If the person who is submitting is an authorized proxy, the VHL repository staff will alert the reviewer pool to this fact prior to the proxy's submission.)

Detailed descriptive field inspection checklist:

If the author has not supplied information for a particular field, then that field will not be visible during the review process.



____ **Step 5.** Look at the Author Details field. Is the information complete (i.e., name, credentials, and contact information [contact information is optional] for all authors)? If there is no information included in this field, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 6.** Look at the Category field. It should read "Full-text." If it does not, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 7.** Look at the Type field. Does the author's selection match the attached document? If it does not (i.e., author selected "article" as the type, but the attached document is actually a thesis), please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 8.** Look at the Level of Evidence field. Does the author's selection match the attached document? If it does not (i.e., author selected "Randomized Controlled Trial" as the level, but the attached document is actually a case report), please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 9.** Look at the Abstract field. Does it contain a brief explanatory paragraph of the submitted item? If it does not, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 10.** Look at the Keywords field. Has the author supplied at least two keywords that accurately describe the attached document(s)? If the answer is no, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

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- **The following five fields apply only when the author is submitting an item that has been previously published.**

____ **Step 11.** Look at the Date of Publication field. Does the date match the date in the citation field? If the answer is no, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 12.** Look at the Version of Published Work field. This field has the following three option choices for the submitting author to choose from: pre-print, post-print, or publisher's version. If the item is a pre-print or post-print, it should not contain the publisher's formatting and ads, etc. (i.e., it should not look like a PDF copy of the actual journal article).

If the author has selected either "pre-print" or "post-print" and the attached item appears to be the actual article as-published, please note this as a reason for rejection, and continue the review process, sending all rejection reasons to the author after the review is complete

If the author has selected the "publisher's version" option and the attached item appears to be a pre-print or post-print (i.e., final draft), please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

If the author has uploaded the "publisher's version" and you have a concern as to the publisher's self-archiving policies, please contact the VHL repository administrator (librarymanager@nursinglibrary.org) prior to rejecting or approving the submission.

____ **Step 13.** Look at the Citation field. Is it in APA style (i.e., Author[s]' last name, initials. (Publication year). Title. Publication. Volume (Issue number), and any relevant information such as date retrieved from the Web and URL.) (e.g., Murphy, F., Jones, S., Edwards, M., James, J., & Mayer, A. (2009). The impact of nurse education on the caring behaviors of nursing students. Nurse Education Today, 29(2), 254-264.)

If the answer is no, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 14.** Look at the Publisher field. Does it contain typos? If the answer is yes, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 15.** The ISSN number, if completed, does not require a reviewer's assessment.

- **The following four fields apply only when the author is submitting an item that has been presented at a conference.**

____ **Step 16.** Look at the conference date field. Does it match the information contained in the attached document or as noted in the author provided abstract? If it does not, please note this

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as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 17.** Look at the Conference Name field. Does it match the information contained in the attached document or as noted in the author provided abstract? If it does not, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 18.** Look at the Conference Host field. Does it match the information contained in the attached document or as noted in the author provided abstract? If it does not, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 19.** Look at the Conference Location. Does it match the information contained in the attached document or as noted in the author provided abstract? If it does not, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 20.** Look at the Sponsor field, if applicable. Does it match the information contained in the attached document or as noted in the author provided abstract? If it does not, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

If this field has not been supplied by the author, it will not be visible to you during the review. Should you notice that the attached document or abstract information indicates that there is a sponsor, please note this as a reason for rejection.

____ **Step 21.** Look at the Description field, if applicable. Does the included information appear correct, complete, and applicable? If it does not, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.



Detailed documents inspection checklist:

____ **Step 1.** Does the submission contain a full-text file uploaded by the submitting author? If it does not, please reject the submission. All submissions to the Independent Submissions Community collections must contain full-text files.

____ **Step 2.** Has the document file been converted to an Adobe PDF file format? If it has not, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

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If it is a video file or another file format that cannot be converted to an Adobe PDF, please ignore this step.

____ **Step 3.** Is it complete, error free, and ready for public dissemination? If it contains typos, formatting inconsistencies, or other visible errors, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 4.** Is it in a legible font and easy to read? If it is not, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 5.** Does the document contain any information that may be considered confidential and privileged? This includes faculty/committee signatures in a thesis or dissertation. Does it disclose trade secrets? If the answer is yes to either or both questions, please note this as a reason for rejection and continue the review process, sending all rejection reasons to the author after the review is complete.

____ **Step 6.** Does the work follow a formal scientific format (i.e., abstract, introduction, methods, results, conclusion, and references) and comply with ethical standards of research? Note: This format may not apply to all item types such as presentation slides, conference papers, datasets, or faculty-created learning objects. Please use your best judgment as an experienced researcher/reviewer in your area of expertise as to whether or not a non-traditional item is otherwise valid and presents credible research-related information.

If the work is deliberately incendiary, without due cause, does not uphold the standards of STTI, is not research related, does not contain a reference list of cited research material, is pure conjecture/general opinion versus expert opinion, is unethical, or is more suited to a magazine or a blog, etc., then it is not an acceptable submission for the VHL repository. Please reject such submissions as unsuitable.

____ **Step 7.** Is it written in the language of the discipline (i.e., contains specialized terminology that you would normally expect to find in works of this discipline). If not, please note this as a reason to reject and reject the submission when the review is complete.