Virginia Henderson International Nursing Library online research repository ("VHL Repository" or "the repository")

Independent Submissions Collections

Reviewer Overview, Expectations, and Guidelines

Repository Overview:

- The VHL repository is a subject-based repository for nurses and their co-authors to share their research in an open and freely available format.
- To assure quality control, the VHL repository has chosen to institute a peer-review process for the items submitted to the collections under the Independent Submissions Community.
- Any person with a degree from a school of nursing that offers programs accredited by the National League for Nursing Accrediting Commission (NLNAC) and/or the Commission on Collegiate Nursing Education (CCNE), or their equivalent for those submitters outside of the U.S. and/or the jurisdiction of the two aforementioned accreditation agencies, are eligible to submit an item to the repository.
- Membership in the Honor Society of Nursing, Sigma Theta Tau International (STTI) is not a requirement for submission.
- Professional experience as an author/researcher is not required in order to submit an item to the repository.
- Abstract-only submissions are **not** acceptable.
- The VHL repository accepts many types of items, including but not limited to: article pre-prints (author's final draft as initially sent to a journal), article post-prints (author's article as revised by peer-reviewer input), as-published articles (several publishers/journals allow self-archiving of as-published articles after a certain time has passed), working papers, theses, dissertations, doctorate of nursing practice projects, conference papers, presentation slides, faculty-created learning objects, and data sets.
- The repository staff does not correct or copyedit submissions.

Important Notes and Definitions:

- Within the VHL online repository's software system, a submitted item is referred to as a "task," and submissions are held in the "task pool" until a reviewer opts to review a submission and "takes the task."
- A "reviewer pool" is a group of two or more reviewers assigned to a single collection.
- Submitted items go directly to a collection.
- Reviewers are not assigned submissions to review; instead, a reviewer must select items to evaluate.
- Only the submitting author has the ability to edit the actual file(s) being submitted.

- Only one reviewer from the reviewer pool may take responsibility for reviewing a given item. Once that reviewer "takes the task," it will disappear from the general task pool.
- If a reviewer from a reviewer pool rejects an item, upon the author's/submitter's resubmission, the task will again be available to everyone in that collection's reviewer pool.
- The items submitted to the VHL repository will be accessed by a single reviewer. This single reviewer's decision will determine if an item is rejected and declined, rejected with revision requests, and/or accepted for posting in the repository. There is no hierarchical editorial process.
- Items accepted by reviewers are then processed by the VHL repository administrator, who adds controls such as name authority and controlled vocabulary terms.
- Patterns of abuse. If you find that you are routinely rejecting the work of a particular author, please make a note of the author and the reason(s), and send the information in an email to the VHL repository at librarymanager@nursinglibrary.org.

Reviewer Expectations:

Timeframe

Reviewers are asked to complete their review and accept or reject a submission within three weeks. Choices for review decisions include: (1) accept, (2) reject for revisions and resubmit, or (3) reject and decline.

If you are unable to complete a review, please place the task back in the reviewer pool so that another reviewer may complete it. Please also alert your fellow collection reviewers (if applicable) that you have placed an item back in the task pool that needs immediate attention.

If you feel that the number of submissions to your collection is placing undue demands on your time, please make the VHL repository office aware of the situation. (librarymanager@nursinglibrary.org)

Please communicate freely with fellow reviewers in your collection's reviewer pool as to time constraints and workloads.

Confidentiality

The VHL repository employs a "single-blind" review process. The author's name is disclosed to the reviewers, but the reviewers are unknown to the author. It is expected that reviewers keep all information pertaining to the submission confidential, both during the review and afterward.

If you wish to involve a specially qualified colleague in the review, please inform the VHL repository office.

Conflict of Interest

Reviewers must disclose any conflicts of interest to the VHL repository office. Simply knowing one of the authors or having casual knowledge of the submitted material does not necessarily

mean a conflict of interest exists. A conflict arises when a reviewer feels that his or her opinion is biased.

Examples of where a conflict of interest exists include:

- Any situation where the reviewer could gain personally or financially as a result of reviewing the submission
- A close collaboration or competition with one of the authors
- Review of the submission would benefit a particular product, program, or resource related to the reviewer
- Any situation that could limit an objective review of any submission

Evaluation Requirements

(For detailed review instructions, please see the Reviewer Instructions and Checklist posted on the "Helpful Guides and Info." tab.)

Reviewers are asked to evaluate whether the author's submission (including item descriptive information and attached document[s]):

- Is suitable for the collection to which it was submitted
- Is original research, either primary or secondary
- Is methodologically sound
- Follows appropriate ethical guidelines
- Correctly references previous relevant work
- Is complete and suitable for public dissemination at the time of submission

Reviewers are **not expected** to:

- Correct or copyedit submissions. Language correction is not part of the peer-review process.
- Assess an item's significance as a useful contribution to the field. It is up to the repository's end-users to make the call of importance.
- Judge a topic's inimitability. It is up to the repository's end-users to judge a submission's usefulness.