**Review Form for Research Articles**

**Reviewers: please complete and return this template when reviewing an article**

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| Article information | | |
| Article file code (ie. TPC-##-###) | |  |
| Article title | |  |
| Methodology | | |
| **Notes**:   * The *Transactions* publishes only empirical research * It is ***not*** realistic for the author(s) to collect more data or re-conduct their study * But you may suggest additional analysis * Also, please alert me to the following issues:   + The author’s transparency of reporting their methods. Did the author(s) fully disclose their methods? If not, what was omitted? I’ll need to ask the author to add it as part of a request for revision or conditional acceptance   + If you feel there was a methodological irregularity and you believe it is not appropriate to publish the article under any circumstances, please alert me. Examples include conflicts of interest that were neither acknowledged in the manuscript nor controlled for in the methodology and inappropriate analysis methods (for example, a qualitative study that only reports ”interesting findings” without having had first fully analyzed the data according to a well-described analysis scheme. | | |
| Issues to consider | | Comments |
| Research questions clearly stated? | |  |
| Research method justified? | |
| Criteria and selection of participants or cases explained? (also required for critically-rooted research) | |
| Methodology explained? | |
|  | start-to-finish procedure? |
|  | how researcher(s) entered the studied environment? |
|  | how data was recorded? |
| Credibility and trustworthiness *(qualitative and critical studies)* or reliability and validity *(quantitative studies)* justified? | |
| Human participants protected by required controls?  (eg. approval from ethics committee, USA Independent Review Board, or individual researchers in universities without research committees) | |
| Limitations of the study identified? | |

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| Introduction |

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| **Issues to consider** | Comments |
| Study introduced clearly and concisely? |  |
| Compelling case made for the study? |
| Research question posed at the end? |

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| Literature review |

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| **Issues to consider** | Comments |
| Guiding theoretical framework explained? |  |
| All relevant key themes identified? |
| Theory and research summarized for each theme? |
| Key references cited for each theme? |
| Literature reflects most current thinking for each theme? |

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| Results |

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| **Issues to consider** | Comments |
| Evidence addresses the research questions? |  |
| Analysis techniques justified? |
| Illustrations, charts and tables easily understood? |
| Research questions answered? |
| Data supports the answers to the research questions? |

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| Conclusions |

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| **Issues to consider** | Comments |
| Data supports the conclusions? |  |
| Limitations of study identified? |
| Future research suggested and plausible? |

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| Writing and format |

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| **Issues to consider** | | Comments |
| Is the writing clear? | |  |
| Is the writing concise? | |
| Does the manuscript include all of the required sections stated below: | |
|  | **For quantitative studies**  Introduction, Literature Review, Methodology, Discussion, Conclusions |
|  | **For qualitative studies**  Introduction, Literature Review, Methodology, Report of the Case (optional—might be integrated into the Discussion). Discussion, Conclusions |
|  | **For critical studies**  Introduction, Literature Review, Methodology (this has not been standardly requested of critical studies; we do require it in the *Transactions)*, Report of the Case (optional—might be integrated into the Discussion), Discussion, Conclusions |

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| Publishing Recommendation |

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| Please highlight your recommendation in yellow (choose one and only one): | *Publish as is* | *Publish with minor changes* | *Revise and resubmit for consideration* | *Reject* |
| Please explain your decision in 1-2 sentences: |  | | | |
| Please identify 2 positive aspects of the article: |  | | | |
| Please identify specific areas of concern and give concrete suggestions for improvement: |  | | | |