**Review form for Tutorials**

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

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| --- | --- | --- | --- | --- |
| **Article information** | | | | |
| Article file code (ie. TPC-##-###) | |  | | |
| Article title | |  | | |
| **Nature of Tutorials** | | | | |
| Tutorials allow authors who lack new empirical research to write about topics they know well and can apply to practice.  Tutorials   * Synthesize peer-reviewed and professional literature on a topic * Present research-based heuristics or similar guidelines for practice * Suggest implications and future research topics | | | | |
| **Introduction** | | | | |
| Should situate the tutorial and explain its significance to technical and professional communication. | | | | |
| **Issues to consider** | | **Comments** | | |
| Purpose of tutorial clearly explained? | |  | | |
| Relevance to readers of the *Transactions* explained? | |
| Research questions clearly stated? | |
| Main sections in the article listed and described in proper order? | |
| **Key Concepts** | | | | |
| Should present the key concepts in both peer-reviewed and popular literature (which may conflict) that guide the tutorial. | | | | |
| **Issues to consider** | | **Comments** | | |
| Starts with an overview? | |  | | |
| Describes guiding theoretical framework? | |
| Explains how literature selected?   * which topics chosen * why topics chosen * how literature search conducted (keywords used, convenience search) * criteria used to select articles from search results | |
| Explores limited number of broad themes? | |
| Each theme   * Starts with descriptive subheading including theme name? * Provides succinct, synthesized overview? * Defines theme? * Defines terms and concepts used? * Related to Key Lessons that follow? * Supported by examples of practice? | |
| Uses references   * Of interest to the *Transactions* (from professional and technical communication)? * Current (½ or more published in last 5 years)? * Known to be key references for the topic? (please suggest more) | |
| **Key Lessons** | | | | |
| Should synthesize the research into heuristics or suggestions for practice. | | | | |
| **Issues to consider** | | **Comments** | | |
| Starts with an overview? | |  | | |
| Each key lesson   * Starts with a sub-heading worded as a practical tip? * Clearly explained? * Defines terms and concepts used? * Supported by Key Concepts presented earlier? * Explains how to apply the lesson? * Supported by examples of practice? | |
| **Implications to Practice** | | | | |
| Should close the article by describing the broader implications of the tutorial for the practice of technical and professional communication. | | | | |
| **Issues to consider** | | **Comments** | | |
| Describes implications to practice for applying the Key Lessons? | |  | | |
| Implications clearly relate to Key Concepts and Key Lessons? | |
| Implications seem plausible? | |
| Implications fully explore:   * Challenges in implementing? * Quantitative results in real world? * Qualitative results in real world? * Reactions of professionals who experienced an implementation? | |
| **Writing and formatting** | | | | |
| **Issues to consider** | | **Comments** | | |
| Clear writing? | |  | | |
| Concise writing? | |
| Includes all required sections?   * Introduction? * Key Concepts? * Key Lessons? * Implications to Practice? | |
| **Publishing Recommendation** | | | | |
| 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: |  | | | |