**Review form for Tutorials**

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

|  |
| --- |
| **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: |   |