

Review Rubric for Integrative Literature Reviews

Reviewers: Please complete and return this form when reviewing a manuscript. If you have annotated the manuscript, please return that file with this form.

Review Design: The review rubric is designed to allow you to quantify your responses to various features of the manuscript and provide notes to support your responses. As such:

- If you highlight 3, 2, or 1, identify what is absent in the section of the manuscript.
- If you highlight 6, 5, or 4, identify ways to strengthen that section in ways that would lead to a publication decision or otherwise improve the manuscript.

Manuscript File Code:
Manuscript Title:

Comment Category 1: Publishing Recommendation

Please highlight only one recommendation:	Accept	Accept with minor revisions	Revise and resubmit for consideration	Reject
Please briefly explain your decision:				

Comment Category 2: Overall Fit with the *Transactions*

Does the manuscript clearly fall within the scope and address the audience of our *Transactions* (<https://procomm.ieee.org/transactions-of-professional-communication/>)?

Yes No

Does the manuscript cite literature in technical and professional communication (and other fields if appropriate) that our readers interested in the topic will be familiar with?

Yes No

Comment Category 3: Abstract

The abstract (200-250 words) is structured by subheadings to include Introduction, Research Methodology, Results and Discussion, and Conclusions and Further Research.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
6	5	4	3	2	1

Notes on Abstract:

Comment Category 4: Introduction

The introduction section contextualizes the topic of the review and explains its significance. It discusses the need for assessing the topic and the relevance and importance of the topic to readers of Transactions. It also identifies the general research question or problem statement underlying the review.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
6	5	4	3	2	1

Notes on Introduction:

Comment Category 5: Research Methodology

The methodology section consists of a comprehensive description of how the review was executed based on three separate components:

- Review Protocol. The section should be written so that others can replicate the study. Describes in detail how the review was conducted, including a description of the search strategy, the selection of databases used with justification, and the search terms used.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
6	5	4	3	2	1

- Inclusion/Exclusion Criteria. Specifies selection rules, including which sources were included in the review.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
6	5	4	3	2	1

- Data analysis. Explains how data were extracted from the sources and describe how results from the studies were handled and combined. Explains the process for analyzing the corpus and how the findings from the sources were analyzed, whether quantitatively or qualitatively, with a justification of the analytic methods and their appropriateness.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
6	5	4	3	2	1

Notes on Methodology:

Comment Category 6: Results and Discussion

The results section characterizes the corpus of literature included in the review and offers a synthesis of the findings.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
6	5	4	3	2	1

- Characterization of the Corpus: This section describes the attributes of the literature included in the review (i.e., number of sources eliminated, number of sources included, types of journals where published, methods used, quality of the sources).

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
6	5	4	3	2	1

- Findings Synthesis: This section offers a thematic analysis or a meta-analysis of the findings (in a meta-analysis, numerical data is combined from multiple studies to draw new conclusions). It ends with an overall summary of the findings.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
6	5	4	3	2	1

Notes on Results and Discussion:

Comment Category 7: Conclusions and Further Recommendations

The conclusions and further recommendations describe how the review makes a significant contribution to new thinking on the topic. It draws practical, pedagogical, and methodological implications of the reformulation of findings from sources on the topic and openly acknowledges all of the limitations of the review, as well as the implications of those limitations. Closes with suggestions for future research.

Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree
6	5	4	3	2	1

Notes on Conclusions and Further Recommendations:

Comment Category 8: Reviewer Notes

Please provide any additional integrative notes on the manuscript related to your publishing recommendation. Please pay special attention to the content of the manuscript in relationship to the study sections noted above.

Note: If the manuscript exceeds 7500 words, excluding references, please suggest how the author might cut the manuscript to comply with that limit.