Reviewer Guide: Submitting Feedback

Land-Grant Press by Clemson Extension provides science-based, peer-reviewed publications written by Extension personnel and university scientists **for professional stakeholder audiences**. A double-blind review process is used for quality assurance.

Reviewers are asked to take into consideration that the Land-Grant Press outlet of scholarly work differs from refereed research articles written for academic audiences.

1. Agree to participate as a reviewer using link from the **invitation email**. This action will generate a **confirmation email**.

2. Access review system **using link from the confirmation email**.

3. Complete the creation of a user account to access the publication and submit your review by the deadline.

4. Please submit the following files for a thorough review:

   - Completed **Questions for Reviewers** form (provided with review invitation email)

   - Publication file with your comments or markup on general writing with regard to grammar, organization, inclusion of appropriate research and information, references, etc. (excluding style guidelines)

   - If using comments (Adobe Acrobat) or track changes (Word) to provide feedback in the publication file, please remove identifying references to yourself:

     o **Microsoft Word**- Select Review in top navigation bar; select Protect Document; check Remove personal information from this file on save; and resave the file.

     o **Adobe Acrobat**- (this option only works if you do BEFORE you begin commenting on a file) Select Edit in top navigation bar; Select Preferences, Categories, Commenting, Making Comments; and uncheck the box Always use login name for author; select OK.
       To remove your name after comments have already been made: select each comment box in the right column by holding the Shift button and left clicking each; after selecting all comments, right click on any box; select Properties and then General; type 'anonymous' into the Author field; select OK.

5. Upload Questions for Reviewers Word Document (mandatory).

6. Upload your file(s) with the markup / comments you have provided in the publication file (Word or PDF files).

7. Provide your recommendation for acceptance under 'Reviewer Recommendation'.

8. (optional) If necessary, include any confidential comments for the editors about your feedback and decision.

Reviewers will be recognized on the lgpress.clemson.edu website, to be launched later this year, but will remain anonymous as to which publication(s) they have reviewed. External reviewers are welcome to contact the Managing Editor to request guest reviewers from Clemson Cooperative Extension for their own publications.

Questions? Please contact the Managing Editor:
Dawn Anticole White, MMC, dawnw@clemson.edu or 864-656-9872