VIVA Peer Review

# Book information

**Title:**

**Audience:** [Course information and education level]

# Expectations

VIVA, Virginia’s Academic Library Consortium, supports the publication of open educational resources (OER) for use in Virginia higher education institutions and beyond. Peer review assists us in ensuring the resources are high-quality and meet the needs of their intended courses.

In undertaking the review, consider:

* **Comprehensiveness**: The text covers all areas and ideas of the subject appropriately.
* **Content Accuracy**: Content is accurate, error-free and unbiased.
* **Relevance Longevity**: Content is up-to-date, but not in a way that will quickly make the text obsolete within a short period of time. The text is written and/or arranged in such a way that necessary updates will be relatively easy and straightforward to implement.
* **Clarity**: The text is written in lucid, accessible prose, and provides adequate context for any jargon/technical terminology used.
* **Consistency**: The text is internally consistent in terms of terminology and framework.
* **Organization Structure Flow**: The topics in the text are presented in a logical, clear fashion.
* **Grammatical Errors**: The text contains no grammatical errors.
* **Cultural Relevance**: The text is not culturally insensitive or offensive in any way. It should make use of examples that are inclusive of a variety of races, ethnicities, and backgrounds.

## Directions

You will be provided the manuscript as a Microsoft Word file. You are welcome but not expected to include comments directly on the manuscript. If you do add comments, please submit the manuscript along with the VIVA Peer Review Form and it will be reviewed by VIVA staff.

You are expected to complete the questions of the VIVA Peer Review Form to the best of your ability. Any examples you can provide of what is done well or needs improvement are appreciated and will help ensure your feedback is applied as impactfully as possible.

We have provided information on the course topic and education level the book is intended for. Please keep this intended audience in mind when reviewing.

When leaving feedback, please be conscious of your language and tone and remember that the content you are critiquing is the product of many hours of concerted labor. Keep your criticism constructive, and avoid using derogatory phrases or making personal remarks about the author. As a courtesy to the author or editor, avoid using abbreviations or short forms of words when providing feedback. Doing so ensures that your feedback remains clear and easy to understand for everyone.

## Additional directions for chapter reviews

Please complete a separate peer review form for each chapter you review.

You will be provided with the whole manuscript in case it would be helpful as you review the requested chapter(s). You are welcome to review the manuscript or table of contents and provide short feedback on the work as a whole. However, you are only expected to review for the specific chapter(s) originally requested.

# Peer Review Form (Chapters)

1. Is the chapter organized logically?
2. Is there any relevant content missing on this subject that you would expect to find covered in a similar course?
3. To your knowledge, is the chapter factually accurate and comprehensive? Have the authors failed to reference recent or important work?
4. Please indicate whether there are problems with expression, with grammar, and with general style. Does the writing need to be tightened; are there many superfluous words; is the paper unduly "padded"; do changes in voice or tone disrupt the reading experience, etc.? Do NOT take the time to do copyediting.
5. Does the chapter’s content and writing match its intended audience? For example, if it is intended for a graduate course, does the content match that level?
6. Is there any content that could be condensed without impacting the intended learning outcomes? Conversely, should anything be elaborated on to ensure the learning outcomes are met?
7. Does it provide definitions for any terms? Are any additional terms needed?
8. Please share any feedback on any exercises included in the chapter (if applicable).
9. From what you have read, would you adopt this book in your curriculum? Why or why not? Is there anything that would make it a stronger classroom tool?
10. Is there anything else you would like to add?