

Review Process Guidelines

Purpose: These guidelines contain the process for deciding the suitability of submitted material for publication on the EABOK.

Process:

1. **Review:** The Editorial Review Board (ERB) receives and disseminates the submission for review.
2. **Assess:** After reviewing the submitted content, reviewers provide one of the following three recommendations to the Chief Editor:
 - **Accept** – The content is acceptable without any modification and is recommended for posting to the EABOK website as-is.
 - **Accept with modifications** – The content is deemed acceptable if the author(s) modify the content per the ERB’s recommendations. Typically, the ERB shares requested modifications directly with the author (POC) by using Page 1 of the Submission Review Form. The modifications are adjudicated in a revised submission so that the final recommendation is either Accept or Reject.
 - **Reject** – The content is deemed unacceptable. The EABOK notifies the author(s), in writing, of the reason(s) for rejection.
3. **Recommendation** – At the completion of the review process, the Chief Editor submits his/her recommendation, overall rating, and specific comments to the Advisory Board by using the EABOK Submission Review Form. While the Advisory Board typically implements the recommendation of the Chief Editor, the Advisory Board has the final decision on content approval.
4. **Decision** – Once the Advisory Board makes a final decision regarding acceptance or rejection, the Chief Editor shares it with the author by using the Author Response Form.