

Guidelines for EABOK Reviewers

Scope: These guidelines apply to all material submitted to the EABOK, including:

- New EA material written for EABOK
- Previously published EA material
- Recommended changes to these Guidelines

Audience: The audience of this guideline is EABOK content reviewers, i.e., members of the EABOK Editorial Review Board (ERB)

Purpose: The intent of this guideline is to aid EABOK content reviewers in the conduct of an effective review of submitted EABOK material using a set of content criteria and checklists. This guideline covers the most important items to consider.

Disposition: At the completion of the review process, the ERB submits their recommendation, overall rating, and specific comments to the Governance Board using the EABOK Submission Review Form. The Board shall review information from each reviewer and make a final decision regarding acceptance or rejection, which the Chief Editor shares with the author using the Author Response Form.

Recommendations for new material

After reviewing the submitted content, reviewers shall provide one of the following three recommendations to the EABOK Governance Board.

1. **Accept.** The content is acceptable without any modification and EABOK reviewers recommend posting it to the EABOK website as-is.
2. **Accept with modifications.** The content is acceptable if the author(s) modify appropriately. Note: The normal process is that the ERB shares requested modifications directly with the author (PoC), using page 1 of the Submission Review Form, and the modifications are adjudicated in a revised submission, so that the final recommendation that goes to the Governance Board is normally either Accept or Reject.
3. **Reject.** The content is not acceptable and the EABOK team shall notify the author(s) of the reasons for rejection.

Recommendations for previously published material

After reviewing the submitted content, reviewers shall provide one of the following two recommendations to the EABOK Governance Board.

1. **Accept.** The content is acceptable and EABOK reviewers recommend posting it to the EABOK website.
2. **Reject.** The content is not acceptable and the EABOK team shall notify the author(s) of the reasons for rejection.

In either case (Accept or Reject), if the material could be made more valuable and useful by updating and republishing it, a recommendation to that effect is appropriate in the Comment section of the Review form and the Response form.