

Audience: Editorial Review Board

Purpose: Provide details of a review of a submission, and recommended decision, by a reviewer

EABOK Submission Review Form	
Title of Paper	
Author/PoC	
Reviewer	
Recommendation	<input type="checkbox"/> Accept <input type="checkbox"/> Accept with modifications** <input type="checkbox"/> Reject ** Not applicable for previously published material
Overall Rating	
<p>Rate the submission on the following five major content criteria, on a scale of 1 (not at all) to 5 (very much so).</p> <p>____ A. Does it appear to follow the submission guidelines?</p> <p>____ B. Does it fit the EABOK scope?</p> <p>____ C. Is it technically sound?</p> <p>____ D. Does it provide useful information to EABOK users?</p> <p>____ E. Does it satisfy requirements for objectivity, professionalism, etc.?</p> <p>____ F. Does it apply to the selected knowledge area, topic, and type?</p>	
Comments (be specific regarding recommended modifications)	

Submission Review Criteria

The tables that follow provide detailed elements for each respective criterion. These should form the basis of the overall rating on page 1. These details are for the use and benefit of the Editorial Review Board; they are not shared with the author(s).

Criterion A. Does it follow the submission guidelines?		
Criterion element	Criterion element expansion	Y/N
Copyright cleanly possessed or permission granted	Details provided in submission guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
No proprietary information	Has the author ensured either (1) that their BOK submissions do not contain proprietary or restricted information, or (2) if their BOK material is proprietary, that they have permission from their organization to post it or to put references or links to it on the EABOK website?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Language - English		<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Writing Style	Succinct and to the point. Proper grammar, spelling; if paper, paragraph structure, and phrasing.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Document Format	Submitted in PDF, or Word (if paper) or PowerPoint (if briefing)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Length	Reasonable length (e.g., 12 pages or fewer if paper; 20 slides or fewer if briefing)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Criterion A. Does it follow the submission guidelines?

Link to external	If material is hosted separately from EABOK web site, Internet link (URL) is provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (is hosted on EABOK site) Comment:
Reference style	APA style (www.apastyle.org). See EABOK Submission Guidelines for details. (Note: This criterion element is N/A for previously published material.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:

Criterion B. Does it fit the EABOK scope?

Criterion element	Criterion element expansion	Y/N
Is within scope of EABOK	Fits in one or more EABOK knowledge areas and topics (see list at http://www2.mitre.org/public/eabok/about.html); or if not, fits in EA and is an argument for adding a knowledge area or topic.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Represents general practice or knowledge	Content should show linkage to general practice	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Is useful to current practice	Usefulness should not be diminished due to out-of-date material	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Criterion C. Is it technically sound?		
Criterion element	Criterion element expansion	Y/N
Credible	Is the article internally correct and error free? Is the treatment of the topic at a high level of expertise?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Well grounded	--If analysis, method, or pattern, is it based on a sufficient body of practice or experience? --If research result, is the research method or approach adequate and clear, and are the results related to other research and knowledge? --If case study or sample artifact, is the case or project realistic and representative?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Does not presume specific situation	Is it generalizable to frequently encountered situations and to a broad audience?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Sufficient and Complete	Does it explain everything needed to make its point?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Readable	Is it sufficiently readable? Does it have an appropriate balance between readability and technical excellence?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Consistent / can integrate with rest of EABOK	Do the 'edges' fit in with other EA material? Overlap, cross reference, consistency	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Criterion D. Does it provide useful information to EABOK users?		
Criterion element	Criterion element expansion	Y/N
Contribution is useful	Does it offer a useful EA-related analysis, case study, method, pattern, research result, or sample artifact?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Contribution is needed	Is there a need for material like this in the EA community?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Criterion E. Does it satisfy requirements for objectivity, professionalism, etc.?		
Criterion element	Criterion element expansion	Y/N
Non marketing	Is the content independent material, not motivated by selling a product or service?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Objectivity	Are the views well supported by data and objective analysis?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Professionalism	Does content represent general practice? If it expresses a view or opinion, is it based on observation and experience, is done in a professional manner, and is tactful in discussing other views, e.g., authors, organizations, publications, methods.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Criterion F. Does it apply to the selected knowledge area, topic, and type?

Criterion element	Criterion element expansion	Y/N
Does it apply to the selected knowledge area?		<input type="checkbox"/> Yes <input type="checkbox"/> No Knowledge Area:
Does it apply to the selected topic?		<input type="checkbox"/> Yes <input type="checkbox"/> No Topic:
Does it apply to the selected knowledge type?		<input type="checkbox"/> Yes <input type="checkbox"/> No Type: