

ESSAYS PEER REVIEW FORM

Peer reviewer name: _____

Title of the essay _____

Academic degree: _____

Institutional affiliation (Institution where you work): _____

Received date: _____ Date of return _____

GUIDELINES AND RECOMMENDATIONS FOR THE PEER REVIEW

The journal Actualidades Investigativas en Educación attends to your expertise and collaboration to evaluate the document attached in your e-mail using this form. Due to the evaluation is relevant in the processing of the essays, it is needed to inform your consent and availability for reviewing the essay in the lapse of 15 days, after that it is requested to send the form to the journal e-mail revista.inie@ucr.ac.cr. If there is not availability to do the evaluation, we would appreciate you inform us using the same email address.

There is confidentiality in all the process, the peer reviewer identity is not unveiled to the authors.

If there is a conflict of interest (family bonds, working relationship, personal relationship, among others) that interferes with the objectivity of the evaluation, we will request to inform the situation to the committee.

When you consider that the document must improve substantially because it is no accurate, difficult to comprehend, the research design it not objective or the input is not significant to the field, you can return the document to the Editorial Committee under the criteria "rejected" and indicates the justification of the rejection.

In the same way, the documents that need an improvement before its publication would require a verification of the incorporated changes.

It is fundamental that the comments, observations, warnings and advice are coherent related to the recommendation of rejection or acceptance of the document and it must be accurate to rational criteria.

In case of an appeal related to the decision of the evaluation the information of the form will be taken as a reference keeping all the confidentiality of the peer reviewer.

It is necessary that while you evaluate consider the following aspects of the document. Otherwise, it is relevant to indicate in the observations and general recommendations.

DOCUMENTS' EVALUATION

The first part of the evaluation consists in a list of parts that all documents must include. So, you indicate if the part is in the document using YES, NO or NA (does not apply).

A. Formal presentation of the document:

1. _____ The title reflects the content of the document (Spanish and English).
2. _____ The summary exposes the thematic axis, the purposes, the argumentative position exposed in the approaches developed in the text and the main conclusions or reflections.
3. _____ The abstract reflects the content of the document.
4. _____ The keywords describe the content of the manuscript (Spanish and English).

B. Essay's Style

Express your opinion regarding to the writing style, clarity of ideas, coherence and formal cohesion of the essay.

If there is use of or reference to multimedia resources - tables and figures (images, maps, animated graphics, links to movies or sounds) in the essay, it should be considered whether these resources are relevant both formally and technically.

C. The originality and innovation in the theme and the contributions in the field.

Do you consider that the treatment of the theme and the development of ideas is original? Why?

Does the author's contribution to the education is presented in the essay? Why?

Do you infer some kind of plagiarism or Self Plagiarism in the document?

D. Academic and scientific rigor

Presents depth and theoretical coherence.

Make critical contributions to the proposed topic.

The document states the objective or problem that motivated the review and the criteria for organizing the discourse.

It presents a relevant and exhaustive bibliographic review on a topic of interest in the educational field, as well as its main ideas and contributions

The final reflections are well-founded and congruent with the purposes of the essay

It offers a proposed solution to the problem posed.

This document was presented as: **Essay**, do you agree with this category?

YES _____ NO _____ (Explain briefly)

E. Ethics of the research

Criteria	YES	NO	NA
Complies with the ethical standards of scientific research.			
There is consistency and clarity in the reflection presented.			
It shows well-founded conclusions and congruent with the purposes of the essay.			
Evidences in the conclusions the possible applications, scopes and limitations of the essay.			

Base on the evaluation you recommend to the Editorial Committee the following decision:

<i>Final judgement:</i>	<i>Mark with an X</i>
Approve its publication.	
Publish if recommendations are taken by the author.	
Do not publish.	
Suggest the submission to another publication source.	

If the document is not rejected, you will be able to perform a second review (verification), in order to verify the inclusion of recommendations.

Yes _____ No _____

If you feel it necessary to add any comments, observations or recommendations, please use the following lines.

We thank them for their willingness and the time dedicated to carry out this evaluation.

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