

Peer Review Guidelines

The *Journal of Engineering Technology*[®] (*JET*) is a refereed journal of the Engineering Technology Division of the American Society for Engineering Education and is published in the spring and fall of each year. *JET* is indexed by the Science Citation Index Expanded, the Applied Science & Technology Index through Ebscohost, ProQuest (in its Technology Collection), and Ei Compendex (Elsevier) in Engineering Village.

Peer reviewers are essential to the process of establishing and maintaining a quality professional journal. The editorial board is grateful for your interest and participation, for without you, the journal would not exist.

To help ensure consistency in the process, please follow the guidelines below:

1. Upon receiving an invitation to review a manuscript, please notify the manuscript editor immediately, if you cannot conduct the review.
2. Complete the manuscript review form in detail. Your valuable input will help the author to improve the manuscript. Please be conscientious about deadlines; reviews are due three weeks (21 days) from receipt. If you cannot meet the deadline, notify the manuscript editor.
3. As you read the manuscript, consider such larger questions as
 - Is the content appropriate for the journal?
 - Is the purpose clear?
 - Is the organization plausible?
 - Is the manuscript well written?
 - Does the manuscript contribute to the ET body of knowledge?
4. Check references to ensure that the author(s) has responsibly paraphrased and attributed information appropriately. If you discover academic integrity violations, notify the editor in chief immediately; include the suspect sections and the original source(s). Consider such items as
 - Does the manuscript have a sufficient number of references?
 - Are references current or appropriate to the topic?
 - Has the author discussed the references or used a “laundry list” technique?
 - Do references fully support the topic?
 - Are the citations in the appropriate format (Chicago Manual of Style, 16th edition)?



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5. Check graphics; those reprinted from another source should include a permissions statement. The figure/table caption should include the statement “Reprinted with permission.”
6. Choose one of five possible categories for your decision:
 - Accept as is: the manuscript meets all publication specifications and requires only minor copyediting
 - Accept with minor revisions: the manuscript meets publication specifications and requires some adjustments by the author
 - Reject as inappropriate for the journal: the manuscript may be interesting but the content may not deal with engineering technology education
 - Reject—do not publish: the manuscript is seriously flawed, either in content or writing
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7. Include comments to the author(s). These should be constructive, allowing the author(s) to revise, and should support your decision in 6 above.
8. Include a marked-up manuscript noting areas for revision.
9. Contact the manuscript editor if you have any questions or concerns about the manuscript you are reviewing.

Thank you again for serving as a reviewer for the *Journal of Engineering Technology*[®]. We look forward to your continued participation.

