

Editorial Team Screening Rubric

Author Name:
 Manuscript Name:
 Date Submitted:
 Evaluator:

	Yes	Marginal	No—Something is missing that requires significant author attention	No—Something is needed, but it requires relatively minor author attention
Title Page				
Header				
Name				
Institution				
Rank				
Email				
Abstract				
Sufficient content				
No more than 120 words				
Literature Review				
Sufficient content				
Written in past tense				
Ample citations				
Appropriate/recent citations				
Method				
Sufficient content				
Reported in past tense				
Aptly relates to literature review				
Includes apt rationale for participant selection				
Results				
Sufficient content				
Reported in past tense				
Organized to address research question				
Discussion				
Sufficient content				
Present tense				
Relates to <i>Results</i>				

Limitations & Future Research				
Relates to <i>Method</i>				
Relates to <i>Results</i>				
Overall Formatting				
Proper headers/subheaders				
Published works referenced in the <i>Literature Review</i> adhere to APA style				
Citations of published works adhere to APA style				
Citations of participants adhere to JEQR requirements				
Proper use of number styles				
Clear, distinct sentence structure				
Use of active voice only				
<i>Figures and Tables</i> properly referenced				
<i>Figures and Tables</i> in the correct location				
<i>Figures and Tables</i> in the proper format				

Additional Comments:

FINAL DECISION

___ **Rejection:** Manuscript has too many stylistic and/or content errors; necessary editing exceeds the scope of the journal's editorial and blind review process.

___ **Revise before Review:** Manuscript has stylistic and/or content errors that will affect the blind review process. Authors must correct noted errors before the blind review process may begin.

___ **Send out for Blind Review:** Manuscript appears to address all necessary stylistic and content requirements necessary for initiating the blind review process.