

Setting up for peer reviews

Intro to Philosophy open textbook, series editor Hendricks

Steps to follow

Here are steps for setting things up so peer reviewers can review books. We ask peer reviewers to review whole books, so that they can see if/how the chapters work together.

1. Copy the chapters to be reviewed into a folder for the book in the Review Copies folder for the book (on Google Drive; if you don't have access, please email Christina: christina.hendricks@ubc.ca)
2. Go through each chapter to do the following:
 - a. make the formatting uniform (e.g., font, headings). This helps the reviewers focus just on the content and not on discrepancies in formatting.
 - b. Consider the chapter from an [accessibility & inclusive design perspective](#):
 - i. Use heading styles on the book (H1 for chapter title, H2 for other section headings, subheading for author name)
 - ii. Make sure lists are formatted as bulleted/numbered lists (not manual indents)
 - iii. Make sure paragraph indents/spacing and line spacing is uniform across chapters
 - iv. Compile the Works Cited/References/Bibliography under the same heading (same goes to additional resources, glossaries, questions to consider, sidebars, etc.)
 - v. If there are images or tables, make sure that they have been properly formatted with the appropriate captions, alternative text, etc.

All this work is mainly to make it easier for formatting and final checks down the line, and of course to avoid any remediation by end-users once the book has been published.

Sharing information with reviewers:

- Ensure the folder with the peer review copies is either shared with a link that allows anyone with the link to edit, or share the folder with the reviewer directly to their email address.
- In the email to reviewers:
 - Include a clear list of all the chapters in the book, and if the introduction is not included, a quick note that the book will contain one, as well as a foreword/introduction from the series editor (about the series).
 - Share the review guide, and emphasize that they should review using the Comments and Suggestions mode in Google Docs (how to do so is explained in the review guide).
 - Provide a gentle reminder of the deadline (usually we ask for reviews within 4 weeks)

Sample email to reviewers

Peer Review Logistics: Introduction to Philosophy Open Textbook

Hi _____,

Thanks so much for volunteering to act as a peer reviewer for the _____ book in the *Introduction to Philosophy* open textbook series.

The _____ book contains _____ **number** _____ chapters, all openly licensed, on:

provide list of titles of chapters or topics of chapters here

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

The book will also contain a short introduction and a précis of each chapter (by _____ **book editor name** _____), and another introduction/preface to the series (by Christina Hendricks, series editor).

____ **Here is a link to the folder** _____ containing each chapter as a Google document, and we request that you complete your review in Google Docs, using the Comments and Suggestions feature (see the review guide linked below for instructions).

Please read through our [review guide](#), which contains some guiding questions for you to keep in mind as you read through the book, and some simple instructions on how to leave feedback in Google Docs. Don't hesitate to reach out if you have any questions.

In terms of timing, we tend to give reviewers 4 weeks to complete the review, so I would propose aiming for _____ **date** _____ to complete the review, but please let me know if that doesn't suit.

Best,
