

Becoming a Peer Reviewer for Exceptional Children and the Journal of Special Education

Tool Kit for Peer Reviewers: Expanding Our DEI Lens (updated, 11-19-25)

Each of the tools below are helpful to provide context and guidance for peer review to attend to diversity, equity, and inclusion in research and review (DEI). The goal, to infuse attention to broadening the scope of relevance and the parameters of possibility to inform practice for and with diverse communities. Researchers, reviewers, editors, and readers will benefit from this expansion as the mirrors, windows and doors of experience are made plain in scholarly works.



Title and URL	Description
Equity, Diversity, and Inclusion Toolkit for Journal Editors American Psychological Association, 9.2025 https://www.apa.org/pubs/authors/equity-diversity-inclusion-toolkit-journal-editors.pdf	This guide for journal editors includes important considerations about elements both journal practices and when examining authors' work. The final page includes a checklist for editors which can inform details to consider for peer reviewers.
Sexual Orientation and Gender Diversity Research Manuscript Writing Guide Veldhuis et al. 2024 https://psycnet.apa.org/fulltext/2024-79040-001.html	“The American Psychological Association Division 44 Science Committee created this guidance to provide support and assistance to those who conduct sexual orientation and gender diversity (SOGD) research. We aim to: (a) provide guidance to new researchers on publishing SOGD research; (b) advance the field by creating standards for publications; (c) support editors and reviewers in evaluating SOGD research; and (d) ensure that publications prioritize needs of two spirit, lesbian, gay, bisexual, transgender, queer, intersex, asexual plus (2SLGBTQIA+) communities.”

Equity, Diversity & Inclusion: Inclusive Language Guidelines American Psychological Association. (2023). Inclusive language guide (2nd ed.). https://www.apa.org/about/apa/equity-diversity-inclusion/language-guidelines	“This second edition of the Inclusive Language Guide incorporates the constructive input and collaborative feedback we received from individuals within and beyond the Association and the field of psychology. The changes reflect our assessment of the current research at the time of publication and include additional guidance and more comprehensive definitions concerning gender-inclusive pregnancy-related language, neurodiversity, religious discrimination, and weight stigma. We also updated our guidance around avoiding conversational language that may contribute to microaggressions. However, this guide is neither exhaustive nor definitive because language evolves over time.”
ORAC Tip Sheet: Inclusive Demographic Data Collection The Office of Regulatory Affairs and Research Compliance (ORARC) (2020) https://www.apccmpd.org/assets/ORAC-Tip-Sheet-Inclusive-Demographic-Data-Collection1.pdf	“The Tip sheet was created to provide researchers with guidance on how to collect demographic data from participants in an inclusive, representative way” as a reviewer this guidance can inform the equity lens.
Equity Checklist for systematic review authors https://methods.cochrane.org/sites/methods.cochrane.org/equity/files/public/uploads/EquityChecklist2012.pdf	This checklist was created for informing the systematic reviews focused on health equity interventions and can be useful in application to educational interventions.
Eight Ways to Tackle Diversity and Inclusion in Peer Review Meadows (2018) https://scholarlykitchen.sspnet.org/2018/09/13/eight-ways-to-tackle-diversity-and-inclusion-in-peer-review/	This blog offers specific steps to address bias in peer review using scholarly articles to inform suggestions.

DEI Scholarly Resources Diversity, Equity, and Inclusion Scholarly Resources (Council of Science Editors) 2022 CSE's Diversity, Equity, and Inclusion (DEI) Committee: Celebrating Our First Year of Growth, Successes, and Future Direction - Science Editor (cscienceeditor.org)	A group of links to guidance documents that provide information related to furthering diversity equity and inclusion (DEI) in scholarly publishing.
How to embed racial and ethnic equity perspective in research: Practical guidance for the research process. Andrews, K. et al (2019). https://cms.childtrends.org/wp-content/uploads/2019/09/RacialEthnicEquityPerspective_ChildTrends_October2019.pdf	This report provides guidance to stages of the research process that can address racial and ethnic inequities through the research process. These steps can be useful for reviewing research methods and analyses where they may be apparent in the methodology and analysis.
Guidance on preparing and considering positionality statements Positionality Statements Melissa Curran, Editor of Journal of Social and Personal Relationships (JSPR) Ashley K. Randall, Editor of Personal Relationships (PR) (2022)	Editors share guidelines and rationale for providing positionality statements in research. These details aid in considering positionality statements in reviews and for new research.
Comprehensive Preparation to engage in peer review Peer Review:A critical Primer and Practical Course by Emily Ford (2022) https://pdx.pressbooks.pub/peerreviewprimer/	“This book is a self-paced, open access training in peer review. In eight modules it asks readers to engage in a variety of activities to learn the who, what, why, and how of peer review. It is geared toward library professionals, library school students, or other academic professionals who must understand and/or engage with the peer-review process.”

Comprehensive Preparation to engage in peer review. Wiley Author Services: Reviewer Resources (2022) https://authorservices.wiley.com/Reviewers/index.html	Resources from Wiley Publishers to guide reviews of journal articles and books. These guidelines were created by Wiley to facilitate the review experience for journals and books – and help safeguard the integrity of the research they publish.
Renbarger, R., Adelson, J. L., Rosenberg, J. M., Stegenga, S., Lowrey, O., Buckley, P. R., & Zhang, Q. (2022). Champions of open science in education: What journal reviewers can do to encourage open science practices. EdArXiv. https://osf.io/xqfwb/download	This article shares both incentive considerations and concrete methodology for encouraging open science practices through peer review. Peer review provides an opportunity for scholars to influence the direction of the field.
Peer Reviewing Checklist from Taylor Francis Online https://editorresources.taylorandfrancis.com/reviewer-guidelines/reviewer-checklist/	This checklist provides step-by-step guidelines for a systematic peer review of both research and non research guidelines. A systematic process helps ensure full consideration of multiple components of manuscript.
Becoming a Reviewer Academy Elsevier https://researcheracademy.elsevier.com/navigating-peer-review/becoming-peer-reviewer	“In this series of modules, we share some tips to help you deliver review reports guaranteed to make any editor smile. We start by explaining the actions you should definitely avoid, from saying yes when you don’t have time to complete a review, to providing biased or unfair statements. We highlight points to consider when looking at each element of the article and explain how to be constructive in your feedback. You will also learn how your reviewing activities can provide an important stepping stone towards becoming a journal editor.”

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