Reviewer Guide: Submitting Feedback

The Land-Grant Press Cooperative Extension series offers a broad expanse of topics related to the economy, environment, and well-being of South Carolinians. The publications are science-based, peer-reviewed scholarly work authored by Clemson Extension Agents and University scientists. The aim of this series is to provide practical application for professionals, managers, and owners who benefit from Cooperative Extension educational offerings. The Land-Grant Press outlet of scholarly work differs from refereed research articles written for academic audiences.

Review System Instructions

1. Agree to participate using link from the reviewer **invitation email**. This action will generate a **confirmation email**.

2. Access review system using link from the confirmation email.

3. Complete the creation of a user account to access the publication.

4. Submit your review by the deadline. Your review feedback will include the two files listed below.

Files to Submit with a Review

- Completed Questions for Reviewers Form (Word file format)

- Publication file containing your comments regarding grammar, organization, inclusion of appropriate research and information, references, etc. (Word or PDF file format)

Double-blind Review Process

Please remove identifying references to yourself if using comments (Adobe Acrobat) or track changes (Microsoft Word) to provide feedback in the publication file.

Microsoft Word

Select Review in top navigation bar; select Protect Document; check Remove personal information from this file on save; and resave the file.

Adobe Acrobat

To remove your name before adding comments:

Select Edit in top navigation bar; select Preferences, Categories, Commenting, Making Comments; and uncheck the box Always use login name for author; select OK.

To remove your name after comments have already been made:

Select each comment box in the right column by holding the Shift button and left-clicking each; after selecting all comments, right click on any box; select Properties and then General; type 'anonymous' into the Author field; select OK.

Editorial Contacts

If you need assistance with any part of the review process, please reach out to the editorial team members listed on the Land-Grant Press website.