

Research and Policy Brief Reviewer Guidelines

The National Council on Family Relations (NCFR) is in the position to provide policymakers with research on families, in the form of research and policy briefs, to help inform decisions that affect families at the federal, state, and local levels. The purpose of the briefs is to educate policymakers and others who have an investment in families. Brief topics must be timely and include a family perspective. Briefs should be based on high-quality research; be educational, non-partisan, and objective. All briefs will undergo a double-blind review process.

This research or policy brief was sent to you for review because of your specific substantive and policy related expertise. If you are unable to complete the review within **three** weeks, please let the Research and Policy Brief Editor know immediately. **The purpose of your review is to ensure the brief encompasses balanced coverage and a strong evidence base, and is written in a style accessible to the general public. We are asking you to complete an evaluation for the brief that highlights key criteria (see the next page). Your review should not exceed 1 single space (or 2 double spaced) typed pages.**

Reviewer Guidelines

1. NCFR is committed to providing authors with constructive (both positive and negative) and timely feedback. Reviews should be thoughtful, fair, open-minded, respectful, and provide concrete suggestions for improvement. Reviewers should acknowledge their biases, as appropriate. Please inform the editor immediately of any conflicts of interest, including strong biases that will inhibit your ability to provide constructive feedback. A new reviewer will be sought.
2. It is editorial policy to provide clear and comprehensive feedback to authors that will assist them in refining their ideas, whether or not the brief is accepted for publication. Therefore, your attention to all aspects of the brief will be appreciated. Please see the **Author Guidelines for NCFR Research or Policy Briefs** for clarity on author expectations and specific areas to review.
3. Both the reviewer evaluation sheet and comments to authors should be submitted to the editor Elaine Anderson at briefeditor@ncfr.org. Please contact the editorial office if you need assistance. Your review will assist the Editor in making a determination about the brief (i.e., accept, reject, revise and resubmit). The author(s) will benefit from all of your feedback, and the Editor's response will be more useful if linked directly to the content of the reviews.
4. Please maintain the confidentiality of this brief and destroy it when the review is complete.
5. Please provide full citation information, if providing additional resources to consider for the brief. This will assist the author(s) with finding the suggested materials.
6. Please email the Editor with any questions you may have at briefeditor@ncfr.org.

Research and Policy Brief Reviewer Evaluation Sheet

[please return to Elaine Anderson; briefeditor@ncfr.org]

Brief Rating: Please rate each area bellow with the following scale.

0-2 (0 = no/inadequate, 1 = fair/somewhat, 2 = yes/excellent)

Rating Area	Rating
Aim: The aim or purpose of the brief is succinct and clearly stated.	
Quality of Research: Was the brief based on high-quality, peer reviewed, nonpartisan research that elucidates a family perspective?	
Evidence-based Recommendations: The research or policy implications or recommendations are clearly tied to the research.	
Style: The Brief uses clear and accessible language for a wide, but targetable audience (i.e., use of jargon and complex concepts are discouraged; talking points and concrete bulleted suggestions encouraged).	
Conclusion: A main “take away” message is evident at the conclusion of the Brief.	

Comments to Editor:

Comments to Author: