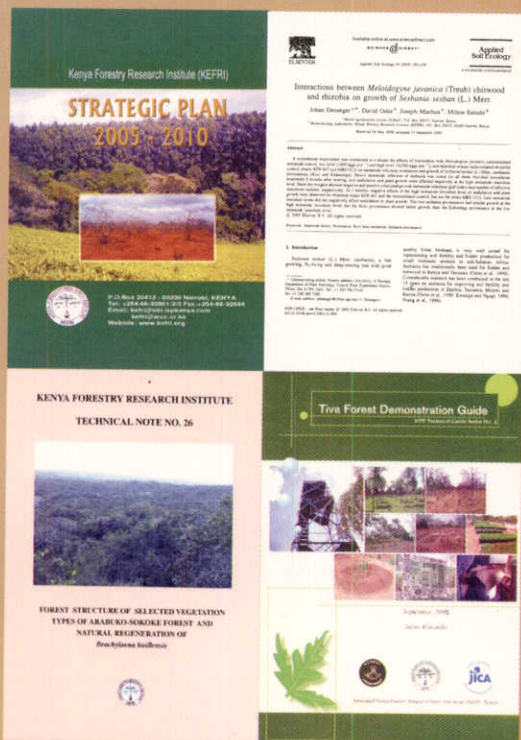


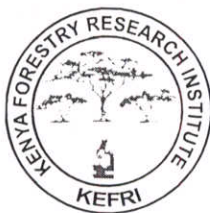


KENYA FORESTRY RESEARCH INSTITUTE

Guidelines For Reviewing Publications



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Guidelines For Reviewing Publications

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DEFINITION FOR VARIOUS PUBLICATIONS

**Brochure or
Bulletin:**

A booklet containing information and pictures about a technical subject.

Leaflet:

Information about research done normally summarized on two pages.

**Manual or
Handbook:**

A book giving instructions on how to use something or on information about a particular subject.

Guideline:

Rules or instructions on how to do something. It can also be used to help one make a decision or form an opinion.

Journal Paper:

A compilation of scientific information that communicates research findings from a study undertaken by the author. The paper is written according to a clearly specified format provided by the publishers.

Research Note:

Research findings written for record purposes and does not give recommendations for practical application.

Technical Note:

Important research findings with recommendations for practicable applications.

GUIDELINES FOR REVIEWING SCIENTIFIC PAPERS (TECHNICAL NOTES, RESEARCH NOTES AND JOURNAL PAPERS)

1. Standard Format for Scientific Papers

The following is a standard format of a scientific paper:

- i. Title
- ii. Abstract/Summary
- iii. Introduction (background/justification, problem and objectives)
- iv. Materials and Methods
- v. Results and Discussions (could be separated)
- vi. Conclusion and Recommendations (could be separated)
- vii. Acknowledgements
- viii. References

3. Directions for Reviewing Scientific Papers

- i. Papers should be reviewed for quality, relevance and adequacy
- ii. Reviewers should give adequate elaboration where the answer to any of the following questions is "NO".

(a) Title

- Is the title concise and less than 15 words?
- Does it give a good indication of the content of the manuscript?

(b) Abstract/Summary

- Does it give a summary of the following: justification, methodology, results, and conclusion?
- Is it informative and self explanatory?
- Does it emphasize on the key aspects of the results?
- Is the abstract/summary less than 250 words?

(c) Introduction

- Is the problem addressed significant, and was there sufficient justification to carry out the study?
- Is the justification sufficiently articulated and supported by recent literature citations?
- Does the paper report original research?
- Are the objectives concise and well articulated?

(d) Materials and Methods

- Are the techniques employed to conduct research described?
- Is the experimental design/study appropriate?
- Are analytical and statistical procedures referenced or specifically described?

(e) Results and Discussions

- Is the analysis of the results appropriate and sufficiently rigorous?
- Are the results presented appropriate, for example, through appropriate use of illustrations and tables?
- Do illustrations/tables clarify and amplify results without duplication?
- Are the stated objectives fulfilled?
- Is sufficient statistical verification provided to identify significant differences?
- Are the results sufficiently discussed and integrated with previous work in the area of study?

(f) Conclusions and Recommendations

- Does the conclusion relate to the objective(s) stated in the paper?
- Are the outputs of the research of immediate application by farmers and other stakeholders?
- Does it amplify the significance of the findings?

- Does the paper state or suggest a suitable way forward in the area of study?

(g) References

- Are the references properly cited and listed, and do all the references cited actually appear in the list of references at the end of the paper?
- Are journals and other publications written in full?

(h) General Issues

- Does the paper conform to manuscript requirements outlined for a scientific paper?
- Are the various sections of the paper coherent and with a logical flow?
- Are there any remedial weaknesses with the paper?
- Are all the sections sufficiently detailed?
- Does the paper report original research?
- Are all the abbreviations been given in full the first time they are mentioned?

(i) Recommendations by Reviewer

- Suitability of manuscript for publication (Please tick one):
 - ☐ Manuscript suitable for publication without amendments
 - ☐ Manuscript suitable for publication with minor amendments
 - ☐ Manuscript suitable for publication with major amendments
 - ☐ Manuscript not suitable for publication
- Manuscript suitable for publication as (Please tick one):
 - ☐ Technical note
 - ☐ Research note
 - ☐ Journal paper

- ☐ Guideline
- ☐ Manual
- ☐ Leaflet
- ☐ Bulletin
- ☐ Brochure
- ☐ Other (Please specify)_____

(j) Reviewers should provide specific typed comments (1-2) pages for each paper reviewed to assist author(s) improve on the manuscripts. Final manuscripts should normally not exceed 12 pages, double-spaced, font size 12, Times New Roman. All margins should not be less than 1 inch (2.54 cm).

GUIDELINES FOR REVIEWING BROCHURES, LEAFLETS, BULLETINS AND PAMPHLETS

1. Standard Format of Brochures, Leaflets, Bulletins or Pamphlets

The following is a standard format for the above named publications:

- i. Title
- ii. Introduction
- iii. Main message (with various headings)

2. Directions for Reviewing Brochures, Leaflets, Bulletins and Pamphlets

- i. Brochures, Leaflets, Bulletins and Pamphlets should be reviewed for quality, relevance and adequacy.
- ii. Reviewers should give adequate elaboration where the answer to any of the following question is “No”.

(a) Title

- Is the title disclosed on the top page?
- Is the title concise and less than 15 words?
- Does the title give a good indication of the content of the document?

(b) Audience

- Is the audience targeted disclosed on the top page?
- Is the message suitable for the target audience?

(c) Introduction

- Is the introduction brief i.e. up to 100 words for leaflets, brochures and pamphlets and 200 words for bulletins?
- Is the justification for writing the document sufficient and well articulated?

(d) The Message

- Is there a technical idea being communicated to the audience?
- Is the technical content accurate?
- Is the text structured in a logical flow?
- Is proper use of headings and sub-heading employed?
- Are the illustrations and captions appropriate?
- Are the illustrations of high quality?
- Is the text short, simple and easy to understand?
- Where measurements are communicated, are they clear in terms of precision such that the audience acts properly on what is stated?

(e) General Issues

- For bulletins, are references and further readings given?
- Are the collaborators, donors and source of information acknowledged?
- Is the contact for further information/ inquiries given?

GUIDELINES FOR REVIEWING MANUALS AND GUIDELINES

1. Standard Format of Manuals or Guidelines

- i. Title, audience and purpose on top page
- ii. Table of contents
- iii. Acknowledgement
- iv. Preface/Forward/Introduction
- v. Instructions

2. Directions for Reviewing Manuals and Guidelines

- i. Manuals and Guidelines should be reviewed for quality, relevance and adequacy
- ii. Reviewers should give adequate elaboration where the answer to any of the following question is 'No'.

(a) Title

- Is the title disclosed on the top page?
- Is the title concise and less than 15 words?
- Does the title give a good indication of the content of the manual/guidelines?

(b) Audience and Purpose

- Is the audience targeted disclosed on the top page?
- Is the purpose for the manual/guidelines disclosed on the top page?

(c) Table of Contents

- Does the manual/guidelines have a table of content?
- Is the table of content properly listed, including correct page numbering?

(d) Acknowledgements

- Does the manual/guidelines adequately acknowledge sources of information?

(e) Preface/Foreword/Introduction

- Is the background and justification for writing the manual/guidelines sufficiently articulated?
- Is it clear that the author understands the background and needs of the audience?
- Are the objectives of the manual/guidelines clearly elaborated?

(f) Instructions

- Is there emphasis on what to do?
- Are the instructions logically sequenced?
- Is there proper use of headings and subheadings to organize the instructions?
- Are sentences and paragraphs short with simple words?
- Are unfamiliar or technical words defined and/or explained preferably with examples?
- Have audience appropriate illustrations and captions been used?
- Are illustrations of high quality?
- Where measurements are communicated, are they clear in terms of precision such that the audience acts properly on what is stated?
- Are the instructions written in active voice e.g. 'water seedlings in the morning' instead of 'seedlings should be watered in the morning'?
- Are positive statements used instead of negative statements e.g. 'use sharp panga to prune' instead of 'do not use a blunt panga to prune'?

(g) General Issues

- Is the content of the manual/guidelines suitable for the target audience?
- Is the manual/guidelines clear, easy to read and understand?
- Is the technical content accurate?

- Is the structure of the manual/guidelines consistent including heading, illustrations and contents?
- Are the color schemes in harmony?
- Are the illustrations self-explanatory and with brief captions?
- Does the document avoid bias in terms of gender, race or religion?
- Is the contents original, current and accurate?