Abstract Review Guidelines

Thank you for agreeing to serve as a reviewer for the ASEE LEAD division. As you may know, *the LEAD division is committed to advancing our shared understanding of engineering leadership theory and practice in order to enhance the contributions of engineering students and professionals to their respective institutions, industries, and society. Integral to these objectives is our commitment to fostering the development of inclusive, diverse, and equitable engineering leaders, educators, and researchers.*

Your careful and constructive review is essential to developing high-quality papers. Most importantly, our division and authors need your **qualitative assessment** of the strengths and weaknesses of the abstract. That is, in addition to providing a score using the ASEE "Best Paper", please provide specific and actionable feedback in narrative or point form. These comments will help us understand your recommendation to "accept" or "reject" the abstract, and help authors improve their submissions. Please consider the following guidelines during your review:

1. The ASEE "Best Paper" rubric, which can be found in the ASEE 2022 Author's kit (along with deadlines and other important submission details) provides a simple set of academic writing standards including the following criteria: **originality, research approach, results, scholarship, relevance, goals, organization, conclusions, style,** and **mechanics**.

2. We also ask that you review the abstract against the requirements laid out in the LEAD Division's call for papers. For example:

    a) Did the author(s) identify the main topic of the paper? Does it relate to the 4 strategic initiatives of the division (Inform, Design, Explore, Assess)? If not, is it still relevant to the division? our audience?

    b) Did the author identify the type paper they are submitting (research, practice, Work-in-Progress)? Does the paper type appear appropriate? If the author has claimed Work-in-Progress, please check that they have noted the WIP status in Slayte (the new paper submission/review platform).

    c) Did they adhere to the word count (250-500 words)?

3. In addition to reviewing the abstract for relevance to ASEE and the LEAD division, please indicate whether the submission qualifies to be nominated by the division for the ASEE Best DEI Paper Award.

4. Some reviewers in the past have asked us for additional resources. This link from Elsevier provides some practical resources on how be a peer reviewer. We especially like the sample review report that they provide and the checklist they offer. The sample report suggests a simple structure for comments to the author.

5. In the "notes to program chairs" section, please let us know how qualified you feel to assess this abstract/paper (on a scale of 1-5), with 1 indicating that you believe yourself to be a novice in the area and new to reviewing, and 5 indicating a high level of familiarity with the review process AND the abstract focus.

6. LEAD accepts qualitative, quantitative, and mixed-methods papers. If you are not familiar with the research methods employed in a abstract/paper assigned to you, contact the program chair.

7. **Abstract reviews are due Monday, November 22nd, 2021.**

Paper Review Guidelines

Thank you for agreeing to serve as a reviewer for the ASEE LEAD division. As with the abstracts, your careful and constructive review is essential to developing high-quality papers. Most importantly, our division and authors need your qualitative evaluation of the strengths and weaknesses of the draft paper. This feedback should be detailed, specific, and actionable. Detailed feedback is valuable to authors at the same time as it helps us as program chairs understand your recommendation to "accept", "request revisions", or "reject" the paper. If you request revisions, you will be asked to do a second review of the paper to determine whether you recommend that we "accept" or "reject" the paper for publication. Please consider the following guidelines during your review.

1. The ASEE "Best Paper" rubric, which can be found in the [ASEE 2022 Author's kit](#) (along with deadlines and other important submission details) provides a simple set of academic writing standards including the following criteria: **originality, research approach, results, scholarship, relevance, goals, organization, conclusions, style,** and **mechanics**.

2. If the paper achieves a high score on the "Best Paper" rubric, consider nominating the paper for our division's best paper award by checking the box in Slayte.

3. In addition to reviewing the paper for relevance to ASEE and the LEAD division, please indicate whether the submission qualifies to be nominated by the division for the ASEE [Best DEI Paper Award](#).

4. We also ask that you review the paper against the requirements laid out in the [LEAD Division's call for papers](#). Recall that the [*LEAD division*](#) *is committed to advancing our shared understanding of engineering leadership theory and practice in order to enhance the contributions of engineering students and professionals to their respective institutions, industries, and society. Integral to these objectives is our commitment to fostering the development of inclusive, diverse, and equitable engineering leaders, educators, and researchers*. We have encouraged authors of full papers to aim for 10-15 pages, and authors of WIPs to aim for 3-5 pages. If they have gone over these limits, you are welcome to request a condensed second draft as part of your feedback.

5. Some reviewers in the past have asked us for additional resources. This [link from Elsevier](#) provides some practical resources on how be a peer reviewer. We especially like the sample review report that they provide and the [checklist they offer](#). The sample report suggests a simple structure for comments to the author.

6. LEAD accepts qualitative, quantitative, and mixed-methods papers. If you are not familiar with the research methods employed in a paper assigned to you, please contact the program chair.

7. **Paper reviews are due ~~Monday, February 28th, 2022.~~ (To be extended to March 7th to account for the draft paper extension)**