Reviewer Guidelines for using Scholastica

To streamline the submission and editorial process, *InSight* has adopted Scholastica, a journal management software.

Creating an Account

Visit the Scholastica website (https://submissions.scholasticahq.com) and click "I need to sign up." If you have already used the platform, then enter your log-in credentials when prompted. Account creation can be done at any time using the email that the *InSight* editorial team has on file, but it is best to set up your account as soon as possible as it will streamline your acceptance of review invitations later on. **If you use a different email address, then you MUST notify InSight.*

Once you have been assigned a manuscript to review, you will receive an email notification from Scholastica.

Reviewing a Manuscript

1. To complete your review, log on to your Scholastica account and enter your *InSight* Dashboard. Click "My Reviews," which will list the article you must review, and then select the article you wish to read first by clicking on it and then clicking "Read manuscript."

2. In the Reviewer Work Area, the manuscript should appear for your review along with several icons in the upper left corner. The paperclip icon allows you to view any attachments that were part of the submission; the PDF icon allows you to download the manuscript to read on your desktop; and the "I" icon shares any additional details on the manuscript.

3. Following your reading of the manuscript, click "Write Review" to share your feedback. In addition to several questions structured on a 1-5 agreement scale, you should also add detailed, constructive feedback for the author(s). What would these authors need to do in order to get their manuscript in shape for publication? Is the issue with the project itself or how it is presented? Does the manuscript need large structural or methodological changes? Does the author follow APA guidelines?

   Please note: Your open response will be visible to the author(s), so please maintain a professional and collegial tone throughout your review.

4. If you discover something particularly problematic with a manuscript you are assigned, please reach out to the *InSight* editorial team. This can be accomplished by clicking on the "Discussions" icon within the Reviewer Work Area or by clicking on the "Journal Profile" page, then "Contact by email" button. Or, simply email your questions to innovate@park.edu.

5. When you feel you have recorded all of your comments and have reread them for any necessary edits, click "Create Review." Once you click "Create Review," you **cannot** make any additional changes to your feedback. Please double check that you have included all you wish and have edited your writing well before you click this button.

If you encounter any difficulties or have any questions, please feel free to reach out to the *InSight* editorial team at innovate@park.edu.