

**Instructions for reviewers of articles submitted to the *Zeitschrift für Erziehungswissenschaft* (ZfE)**

As of October 2014

Thank you for kindly agreeing to anonymously review a submitted manuscript for the *Zeitschrift für Erziehungswissenschaft* (ZfE).

Please use these instructions to guide and assist the drafting of your review. These instructions are intended to create standards and comparability across the review process, and are by no means meant to restrict you in the formulation of your review. It is up to you how you compose your final opinion.

1. The ZfE provides instructions for authors (see “Instructions for authors” under <http://www.zfe-online.de>). Please use these instructions to guide your review by providing an opinion on each of the main points.
2. For articles that are not strictly empirical, instructions should be adapted to the genre of the respective submission and should take the particulars of the respective research area into account.
3. Please be clear and precise in your criticisms and suggestions, while remaining fair and courteous. Please avoid the use of intemperate language.
4. When recommending manuscript revisions, please be as precise as possible in your suggestions. This is so authors can use your suggestions effectively in improving their manuscript.
5. Please also answer the standardised assessment sheet. This should be submitted along with your freely formulated review and recommendation.

If you require further help we are happy to send you anonymous reviews, each different in style and which convey the review process.

We also refer to the *Key Guidelines for Reviewers*, provided by the American Educational Research Association (for the following see <http://tinyurl.com/pm5osct>):

If a reviewer has a personal, professional, or financial interest that might cause them to be seen to gain from a review of a manuscript, the reviewer should disclose the conflict of interest to the journal’s editors immediately, rather than perform the review.

A reviewer should not reveal any content of any manuscript unless the manuscript is accepted for publication and, in that case, only after publication.

A reviewer who has been asked to review a manuscript previously in another context should notify the journal’s editors immediately.

If a reviewer has evidence of plagiarism by the author of a manuscript, the reviewer should report it to the journal’s editors immediately.

If a reviewer has evidence of duplicate submission by the author of a manuscript, the reviewer should report it to the journal’s editors immediately.