



MLA 2019 Reviewer Training

Presenter: Carol Seiler
Contributed Content Working Group
MLA19ccwg@gmail.com

Agenda

- Types of submissions
 - Content type
 - Presentation format
- Rubrics to apply
- Reviewer website
- Important details



Types of Submissions: Content Type

Program Description

Creation and improvement of products, programs, technologies, administrative practices, or services

Research Abstract

Report on designing, conducting, and analyzing a research project

Types of Submissions: Presentation Format

- **Paper:** 15 minute presentation
- **Immersion Session:** 90 minute session
- **Poster:** author should staff poster for 1 hour
- **Lightning talk:** 5 minute presentation

****IMPORTANT NOTE****

This year submissions for papers will NOT automatically be considered for posters or lightning talks*

- Consider Paper submissions ONLY for papers
- Consider Poster submissions ONLY for posters
- Consider Lightning Talk submissions ONLY for lightning talks

*Submitters rejected for Papers will need to re-submit if they wish to be considered for Posters or Lightning Talks.

Evaluate using 5-point standard Likert scale

- 5 – Strongly Agree
- 4 – Agree
- 3 – Neutral / Neither agree nor disagree
- 2 – Disagree
- 1 – Strongly Disagree

Rubric: Common Criteria

1. The abstract is clearly written and well-structured.
2. The project described in the abstract would be of interest to attendees from various types of health sciences libraries.
3. The abstract submission is appropriate for the selected format (paper, poster, lightning talk, immersion session).
4. The overall objectives of the program or research are specifically described.

Rubric: Additional Criteria by Content Type

Program Description

5. The main purpose of the program is identified and described clearly.
6. The key steps of the program are clearly described and can be easily identified.
7. The program responds to an identified need or presents a novel concept in the health sciences.
8. An appropriate evaluation of the program is described clearly.
9. The projected/anticipated outcomes of the program are relevant to supporting the health librarianship field.

Research Abstract

5. The research question or hypothesis is stated clearly.
6. This research project responds to an identified gap in the health sciences literature.
7. The method(s) of the research are stated clearly.
8. The research method(s) used are appropriate for the question.
9. Appropriate analyses of data (statistical, qualitative, etc.) are described clearly

Rubric: Additional Criteria for Immersion Session

5. The application clearly describes the logistical requirements of the session and provides a logistics contact.
6. The program will appeal to the target audience and target learner level.
7. The program description is interesting, inspiring, and/or important to conference attendees.
8. The program description shows originality and innovation.
9. The program is likely to attract a sufficient number of conference attendees.
10. The proposal clearly addresses a relevant and timely idea, issue, or need.
11. Attendees at MLA '19 will benefit from the content of this program.

Reviewer Website

You will receive a login link with a username and password, once you have logged in, you will see your Review area:



REVIEWS (you have 1 completed reviews, 4 incomplete reviews and 0 recused reviews)

 Review Period: August 7 - November 12, 2018

 [Reviewer Guide](#)

 [Click here to begin reviewing](#)

 [View a summary of your reviews](#)

Click here to begin reviewing

The screenshot shows a web interface for reviewing a submission. On the left, under 'SUBMISSION PREVIEW', there are options to PRINT, DOWNLOAD, and DOWNLOAD ALL. The submission details include ID 521454, type 'Immersion Session', and various fields like 'Payment Agreement', 'Session Format', 'Objective', 'Sponsors', 'Audience', 'Learning Outcomes', 'Instructional Methods', 'Participant Engagement', 'Presenter(s)', and 'Technical Requirements'. On the right, the 'REVIEW SCORECARD' shows a score of 'N/A' and '0'. It includes an 'Abstain from Review' checkbox, a 5-point Likert scale legend, and five review questions with dropdown menus for selection.

This screenshot highlights the action buttons on the left side of the submission preview page. Three blue arrows point from text labels to the corresponding icons: 'Click to print' points to the PRINT icon, 'Or download this review' points to the DOWNLOAD icon, and 'Or download all reviews' points to the DOWNLOAD ALL icon. The background shows the same submission details as the previous screenshot.

Navigation: Home | Log Out | Conference Details | Technical Support

SUBMISSION PREVIEW

Submission ID: 521454
 Mary Test Immersion Session
 Submission Type: Immersion Session

Submission Details

Session Format
 Test Session Format field for Special Content session.

Objective
 Test objective for Special Content Session.

Sponsors *ask MLA if we want to keep this question*
 Test Sponsor field... is this still needed?

Audience
 Test Audience field.

Learning Outcomes
 Test Learning Outcomes.

Instructional Methods
 Test Instructional Methods.

Participant Engagement
 Test Participant Engagement

Presenter(s)
 Tina, Fred, Paul, Peggy - test presenters field.

Technical Requirements

REVIEW SCORECARD (1/5)

Navigation icons: Previous, Next, Information, Home

N/A avg | 0 This review

Abstain from Review
 Only check the box to the left if you have a potential conflict of interest with the proposal.

The session as described is appropriate to present in the 90 minute time slot.

Review Question 3
 The selected program format is appropriate for the content.

Review Question 4
 The application clearly describes the logistical requirements of the session and provides a logistical connect.

Review Question 5

Review the submission details

Use the directional arrows to go to the previous review or next review. To see your review summary, use the I icon. To go to the home screen, use the home icon.

REVIEW SCORECARD (1/5)

Navigation icons: Previous, Next, Information, Home

avg | 0 This review

Abstain from Review
 Only check the box to the left if you have a potential conflict of interest with the proposal.

All criteria are scored using 5-point standard Likert scale with standard wording, for the start of every question:

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral / Neither agree nor disagree
- 2 - Disagree
- 1 - Strongly Disagree

Save Review

Review Question 1
 The proposal is clearly written and well-structured.

Review Question 2
 The session as described is appropriate to present in the 90 minute time slot.

5 (high)
 4
 3
 2
 1 (low)

← Home | Log Out

Click "Abstain from Review" if you need to recuse yourself

→

- Sponsors *ask MLA if we want to keep this question*
- Test Sponsor field... is this still needed?
- Audience
- Test Audience field.
- Learning Outcomes
- Test Learning Outcomes.
- Instructional Methods
- Test Instructional Methods.
- Participant Engagement
- Test Participant Engagement
- Presenter(s)
- Tina, Fred, Paul, Peggy - test presenters field.
- Technical Requirements

REVIEW SCORECARD (1/5)

N/A

0

Your review avg This review

Abstain from Review

Only check the box to the left if you have a potential conflict of interest with the proposal.

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral / Neither agree nor disagree
- 2 - Disagree
- 1 - Strongly Disagree

Save Review

Review Question 1

The proposal is clearly written and well-structured.

Review Question 2

The session as described is appropriate to present in the 90 minute time slot.

5 (high)
4
3
2
1 (low)

← Home | Log Out

SUBMISSION PREVIEW

Read the Likert scale Criteria before beginning

→

- Test Audience field.
- Learning Outcomes
- Test Learning Outcomes.
- Instructional Methods
- Test Instructional Methods.
- Participant Engagement
- Test Participant Engagement
- Presenter(s)
- Tina, Fred, Paul, Peggy - test presenters field.
- Technical Requirements

REVIEW SCORECARD (1/5)

N/A

0

Your review avg This review

All criteria are scored using 5-point standard Likert scale with standard wording, for the start of every question:

- 5 - Strongly Agree
- 4 - Agree
- 3 - Neutral / Neither agree nor disagree
- 2 - Disagree
- 1 - Strongly Disagree

Save Review

Review Question 1

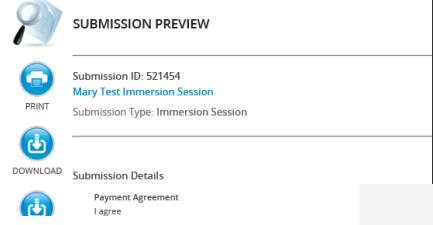
The proposal is clearly written and well-structured.

Review Question 2

The session as described is appropriate to present in the 90 minute time slot.

5 (high)
4
3
2
1 (low)

After reading the Submission, select the appropriate score for each question



REVIEW SCORECARD (1/5)

Navigation icons: Previous, Next, Home, Refresh

Your review avg: **N/A** This review: **0**

Abstain from Review

Only check the box to the left if you have a potential conflict of interest with the proposal.

All criteria are scored using 5-point standard Likert scale with standard wording, for the start of every question:

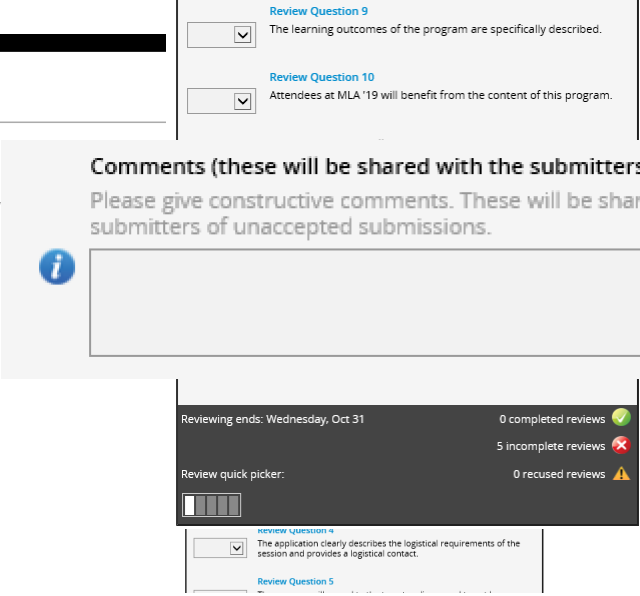
- 5 - Strongly Agree

Review Question 1
The proposal is clearly written and well-structured.

Review Question 2
The session as described is appropriate to present in the time slot.

Review Question 3
The selected program format is appropriate for the co...

After scoring, please provide comments. NOTE: all comments and scores will be sent to the submitter, please be constructive.



Once you have finished the review, please select your recommendation for this proposal to be part of MLA '19

The screenshot shows a 'SUBMISSION PREVIEW' page for Submission ID: 521454. The page includes a navigation bar with 'Home' and 'Log Out' links. The main content area displays 'Review Question 9' and 'Review Question 10' with checkboxes. Below the questions is a 'Comments' section and a 'Review Recommendation' dropdown menu. The dropdown menu is open, showing five options: 'Strongly Recommend', 'Recommend', 'Neutral', 'Reject', and 'Definitely Reject'. A blue arrow points from the text to the dropdown menu. At the bottom right, there is a 'Save Review' button and a summary of review statistics: '0 completed reviews', '5 incomplete reviews', and '0 recused reviews'.

At any time, click on "save review" to save your actions thus far OR to submit your review

The screenshot shows the same 'SUBMISSION PREVIEW' page as above. The 'Review Recommendation' dropdown menu is now closed, and the 'Save Review' button is highlighted. A blue arrow points from the text to the 'Save Review' button. At the bottom right, there is a summary of review statistics: '0 completed reviews', '5 incomplete reviews', and '0 recused reviews'.

View a Summary of Your Reviews

← Home | MLA '19 Call for Submissions | Log Out Conference Details | Technical Support



SUMMARY OF YOUR REVIEWS

Review Summary (5)

PAGES
+ COLLAPSE ALL
☰ FOCUS: REVIEW STATUS

<input type="checkbox"/>	Score	Type	ID	Title	Locked?	Notes	Favs	Flagged
Incomplete Reviews (5)								
<input type="checkbox"/>	0	Immersion Session	521454	Mary Test Immersion Session				
<input type="checkbox"/>	0	Lightning Talk: Progr...	521924	Mary Test Lightning Talk Program Abstract				
<input type="checkbox"/>	0	Lightning Talk: Resea...	521925	Mary Test Lightning Talk Research				
<input type="checkbox"/>	0	Paper: Program Desc...	521469	Mary Test Program Description abstract J...				
<input type="checkbox"/>	0	Paper: Research Abst...	521460	Mary's Test Paper Research Abstract July...				

View a Summary of Your Reviews

← Home | MLA '19 Call for Submissions | Log Out Conference Details | Technical Support




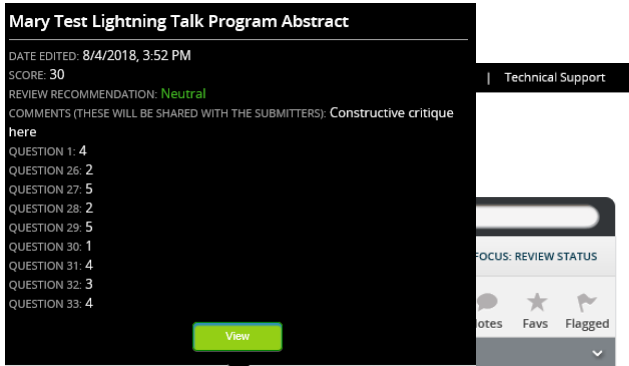
SUMMARY OF YOUR REVIEWS

Review Summary (5)

PAGES
+ COLLAPSE ALL
☰ FOCUS: REVIEW STATUS

<input type="checkbox"/>	Score	Type	ID	Title	Locked?	Notes	Favs	Flagged
Completed Reviews (1)								
<input type="checkbox"/>	30	Lightning Talk: Progr...	521924	Mary Test Lightning Talk Program Abstract				
Incomplete Reviews (4)								
<input type="checkbox"/>	0	Immersion Session	521454	Mary Test Immersion Session				
<input type="checkbox"/>	0	Lightning Talk: Resea...	521925	Mary Test Lightning Talk Research				
<input type="checkbox"/>	0	Paper: Program Desc...	521469	Mary Test Program Description abstract J...				
<input type="checkbox"/>	0	Paper: Research Abst...	521460	Mary's Test Paper Research Abstract July...				

Clicking on the reviewed title gives you this display.  Click on "View" to go to review screen to make any desired changes.



Mary Test Lightning Talk Program Abstract

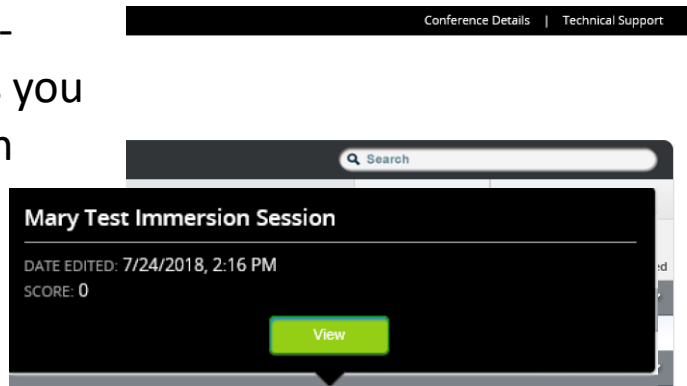
DATE EDITED: 8/4/2018, 3:52 PM
 SCORE: 30
 REVIEW RECOMMENDATION: **Neutral**
 COMMENTS (THESE WILL BE SHARED WITH THE SUBMITTERS): Constructive critique here

QUESTION 1: 4
 QUESTION 26: 2
 QUESTION 27: 5
 QUESTION 28: 2
 QUESTION 29: 5
 QUESTION 30: 1
 QUESTION 31: 4
 QUESTION 32: 3
 QUESTION 33: 4

[View](#)

<input type="checkbox"/>	3	0	Lightning Talk: Resea...	521925	Mary Test Lightning Talk Program Abstract			
<input type="checkbox"/>	4	0	Paper: Program Desc...	521469	Mary Test Immersion Session			
<input type="checkbox"/>	5	0	Paper: Research Abst...	521460	Mary Test Lightning Talk Research			
<input type="checkbox"/>					Mary Test Program Description abstract J...			
<input type="checkbox"/>					Mary's Test Paper Research Abstract July...			

Clicking on the non-reviewed title gives you this display. Click on "view" to go to the review screen.



Mary Test Immersion Session

DATE EDITED: 7/24/2018, 2:16 PM
 SCORE: 0

[View](#)

<input type="checkbox"/>	3	0	Lightning Talk: Resea...	521925	Mary Test Immersion Session			
<input type="checkbox"/>	4	0	Paper: Program Desc...	521469	Mary Test Lightning Talk Research			
<input type="checkbox"/>	5	0	Paper: Research Abst...	521460	Mary Test Program Description abstract J...			
<input type="checkbox"/>					Mary's Test Paper Research Abstract July...			

Detail 1: Results and Conclusions

Some of the content you are reviewing may not yet have results or conclusions.

You may be looking at on-going research, so please do not 'grade' on whether or not the content has results or a conclusion.

Detail 2: Dates

Review period:

- Papers & Immersion: Oct 29 – Nov 12, 2018
 - Acceptance notices: Dec 6 – 7, 2018
- Posters & Lightning Talks: Jan 29 – Feb 8, 2019
 - Acceptance notices: Feb 25, 2019

Meeting: May 3 – 8, 2019, Chicago, IL

Detail 3: Reviews

Reviewer comments and evaluation WILL be sent to the submitters

Be CLEAR and CONCISE in your feedback

Be HONEST in your evaluation

Be CONSTRUCTIVE in your critique

Be AWARE the submitter will use your words to improve



Questions?

Contributed Content Working Group

MLA19ccwg@gmail.com

FAQ: <https://www.mlanet.org/p/cm/ld/fid=1436>