



**IIUM PRESS OFFICE  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**Reviewer's Evaluation Form**

**Manuscript Information**

*(To be filled in by the IIUM Press)*

Title of Manuscript: .....

Name of Reviewer: .....

Address: .....

Date of submission of the manuscript to the reviewer: .....

Date of receipt of the reviewed manuscript by the IIUM Press: .....

**EVALUATION**

**Notes to the reviewer:**

This form is divided to five (5) Sections as follows:

Section A: Monograph/ Research Book/ Edited Book

Section B: Textbook/ Teaching Manual

Section C: Biography/ Autobiography/ Memoir

Section D: Translation Book

Section E: Recommendation

The main task of a reviewer is to evaluate the manuscript thoroughly and give his/her evaluation/comments according to the Section and identified aspects. The final result of the evaluation should indicate whether the work is publishable (with or without changes) or not. Possible recommendations by assessor/reviewer are provided at end of the form for convenience).

**Section A: Monograph/ Research Book/ Edited Book**

**1. Title/issue**

- |   | <b>YES</b>               | <b>NO</b>                |
|---|--------------------------|--------------------------|
| a. is sensitive/controversial           | <input type="checkbox"/> | <input type="checkbox"/> |
| b. is important                         | <input type="checkbox"/> | <input type="checkbox"/> |
| c. is relevant                          | <input type="checkbox"/> | <input type="checkbox"/> |
| d. its wording is not quite appropriate | <input type="checkbox"/> | <input type="checkbox"/> |

Suggested wording: .....

Other suggestions/comments on **title** (if any)

.....  
.....

**2. Contents (5 indicates the best/excellent/highest value, 1 the worst/poor/lowest value)**

The manuscript:

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| a. has a reasonable <u>abstract</u>                | 1 | 2 | 3 | 4 | 5 |
| b. has a reasonable <u>introduction</u>            | 1 | 2 | 3 | 4 | 5 |
| c. has a reasonable <u>scope/coverage</u>          | 1 | 2 | 3 | 4 | 5 |
| d. has reasonable <u>academic/scholarly value</u>  | 1 | 2 | 3 | 4 | 5 |
| e. has a reasonable <u>conclusion</u>              | 1 | 2 | 3 | 4 | 5 |
| f. reflects <u>originality</u>                     | 1 | 2 | 3 | 4 | 5 |
| g. fulfils <u>minimum standard for publication</u> | 1 | 2 | 3 | 4 | 5 |

Other suggestions/comments on **contents** (if any)

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 .....

**3. Language and Presentation**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. <u>Overall language standard</u> is acceptable | 1 | 2 | 3 | 4 | 5 |
| b. <u>Overall presentation</u> is clear           | 1 | 2 | 3 | 4 | 5 |
| c. Does manuscript's language needs editing       |   |   |   |   |   |
| i. Heavy editing                                  |   |   |   |   |   |
| ii. Normal editing                                |   |   |   |   |   |
| iii. Minimum editing                              |   |   |   |   |   |
| iv. Does not need editing                         |   |   |   |   |   |

Other suggestions/comments on **language and presentation** (if any)

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**4. Format**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| a. Is acceptable                         | 1 | 2 | 3 | 4 | 5 |
| b. Needs to convert to book form         | 1 | 2 | 3 | 4 | 5 |
| c. Needs to modify                       |   |   |   |   |   |
| Suggestion: .....                        |   |   |   |   |   |
| d. The order of chapters is satisfactory | 1 | 2 | 3 | 4 | 5 |
| e. Number of pages is acceptable         | 1 | 2 | 3 | 4 | 5 |

Other suggestions/comments on **format** (if any)

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**5. Special Features/considerations**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. <u>Islamic element</u> /perspective/approach | 1 | 2 | 3 | 4 | 5 |
| b. Potential <u>marketability</u>               | 1 | 2 | 3 | 4 | 5 |

Other suggestions/recommended (special) features for the manuscript (if any)

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**6. Other Comments/Remarks/Considerations on aspects not mentioned above (if any)**

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**7. How far does the title reflects the content? Please comment.**

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**Section B: Textbook/ Teaching Manual**

<b>1. Textbook structure</b>	<b>YES</b>	<b>NO</b>
a. Chapter objective	<input type="checkbox"/>	<input type="checkbox"/>
b. Chapter outcome	<input type="checkbox"/>	<input type="checkbox"/>
c. Pedagogical elements	<input type="checkbox"/>	<input type="checkbox"/>
d. Exercise, quiz, exam sample question	<input type="checkbox"/>	<input type="checkbox"/>
e. Link to electronic, virtual and digital references	<input type="checkbox"/>	<input type="checkbox"/>

**Section C: Biography/ Autobiography/ Memoir**

<b>1. Content Availability</b>	<b>YES</b>	<b>NO</b>
a. The importance and contribution of figures in society	<input type="checkbox"/>	<input type="checkbox"/>
b. There are unique stories and examples	<input type="checkbox"/>	<input type="checkbox"/>
c. Interesting and entertaining storytelling	<input type="checkbox"/>	<input type="checkbox"/>
d. There are illustrative materials: Photos and documents	<input type="checkbox"/>	<input type="checkbox"/>

**Section D: Translation Book**

<b>1. Overall Performance</b>	<b>YES</b>	<b>NO</b>
a. Good sales performance	<input type="checkbox"/>	<input type="checkbox"/>
b. Written by a renowned author	<input type="checkbox"/>	<input type="checkbox"/>
c. Has received numerous publishing awards	<input type="checkbox"/>	<input type="checkbox"/>
d. There are grants for translation	<input type="checkbox"/>	<input type="checkbox"/>

**Section E: Recommendation**

**1. Decision**

- a. Recommended for publication without change
- b. Recommended for publication with 'changes' as indicated above
- c. Not recommended for publications
- d. Other recommendation/decision (if relevant)

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**2. Recommendation to the author.**

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**3. Recommendation to the IIUM Press Office.**

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