

USGS Gap Analysis Program
Instructions for Reviewers
State Project Final Reports

Thank you for agreeing to review the enclosed final GAP report. The USGS requires peer review for publication but your review is desired to make the report better--easier to understand, more thorough, and of the quality expected in a report of this importance. It will stand as the GAP report on the status of biodiversity in your state for several years before the next update so your input is especially valued.

Instructions:

1. Note the 30 day timeframe for the review. If you cannot meet the timeframe please inform the PI immediately so that either an extension can be granted or another reviewer identified. If you only have time for a partial review (e.g., specific chapters) that is fine as well, but again make sure to inform the PI as they need all parts of the report reviewed by three people.
2. Review the document as you would for a scientific manuscript for journal publication, however, the report will be published and it is not possible to redo the mapping or field assessments. The GIS data will be reviewed by the national GAP office. Most of the analysis conducted will be standard for the national program and much introductory text is boiler plate, though the program appreciates any comments on our standard methods and text as well. National GAP staff will be conducting a simultaneous review.
3. The report is to have been technically edited prior to review; if you do not believe it is ready for final review (e.g., you encounter many typographical and grammatical errors), please send the form back to the PI unreviewed noting the reason.
4. The report will contain extensive appendices of tables of results. You are not expected to review these page by page; rather when a table is referenced, please make sure it is there and that you understand how to interpret it and it is legible.
5. Take time to review the maps and graphics. Are they of adequate detail, resolution, and information provided (e.g., legends, captions)?
6. Fill out the reviewer form. If you have more extensive comments you can write them on the back or send in a supplemental sheet or email to gap@uidaho.edu attn: Patrick Crist.
7. Check the anonymous line at the bottom of the attached form if you wish to remain so, otherwise your complete form will be sent to the PI.
8. Send the reviewer form to the national GAP office and the marked pages of the report to the PI (along with a copy of the form if you desire). You should keep a copy of the form and optionally of the marked report pages for reference should the national office or PI have questions for you.

USGS Gap Analysis Program
 530 S. Asbury St., #1
 Moscow, ID 83843208/885-3555, fax
 208/885-3618

Project Title: _____
 Coop. Agr. #: _____
 Sent: _____
 Rec: _____

(Above to be filled out by Project PI.)

Please answer the following questions based on your review, attach additional sheets as needed.
 If you did not review the entire report, list those sections which you reviewed. _____

	Yes	No	Remarks
1. Executive summary concise and complete			_____
2. Does the introduction to each section provide sufficient background?			_____
3. Are the methods described sufficient to conceptually reproduce the results			_____
4. Do the results fit the methods?			_____
5. Are the results presented clearly and concise?			_____
6. Are tables, maps, and graphs sufficient and well presented?		<input type="checkbox"/>	_____
7. Do statistical tests appear appropriate and valid?			_____
8. Are the limitations sections sufficient and well described?			_____
9. Is the terminology sufficiently well-defined in the text and glossary?			_____
10. Are the conclusions justified by the data?			_____
11. Are the appendices complete and well presented?			_____
12. Does the report read well?			_____

Overall Evaluation

Accept without revision

Accept with minor revisions

Requires substantial revisions

Check if you marked draft with comments:

If only a few specific sections require substantial revision, list here _____

Anonymous *Gap office to detach here if checked prior to copying to project PI*

Reviewer Name: _____

Title & Affiliation: _____

Mailing Address: _____

Phone: _____

E-mail: _____