

Review Criteria for Approaches and Practices articles in *Journal of Business and Technical Communication*

Journal of Business and Technical Communication is a forum for discussing professional communication practices, problems, and trends in business and technical professions. Approaches and Practices articles submitted to *JBTC* discuss new pedagogical approaches or issues or present innovative industry practices. Authors have covered topics such as these:

- a case study of a legal-writing course (Agboka, 2020)
- the design and implementation of a content management system (Pennington, 2007)
- a primer on qualitative sampling methods (Koerber & McMichael, 2008)
- the design and outcomes of a writing fellows program in a college of business (Mackiewicz, 2011)
- two classroom activities that foreground rhetorical choices in data visualizations (Wolfe, 2015).

Please consider the questions below in your review. But you do not need to limit your evaluation to these questions if other questions seem pertinent.

1. To what extent does the manuscript address a new issue in pedagogy or industry or offer additional insights on a recurrent issue?
2. Is the explanation of the approach/practice well organized? Are the steps clearly described? Are key terms properly defined? Please suggest specific changes that might improve the organization and clarity of the manuscript.
3. To what extent has the author cited and discussed the relevant literature to support the approach/practice? Please note that the short length of Approaches and Practices articles (typically 5,000–7,000 words) limits the extent to which authors can review literature, but please do indicate any important missing sources.
4. To what extent does the author support the benefits of the approach/practice? To what extent does the author support the argument that undertaking the approach/practice is worthwhile?
5. Does the author use inclusive language, including but not limited to following [the APA's guidelines \(7th edition\) for bias-free language](#).