



## REFEREE GUIDELINES FOR THEME PROPOSALS

*Choices* is the outreach vehicle of the American Agricultural Economics Association and is designed to provide coverage regarding economic implications of food, farm, resource, or rural community issues directed toward a broad audience. To enhance outreach, *Choices*' content incorporates themed groupings of articles as well as individual articles. The paper we have sent you is a proposal for such a theme. As such, this influences the characteristics of the manuscript and the request that the editorial staff places on reviewers. Namely,

- The theme proposal must address a subject that can be developed into an effective outreach treatment
- Theme groupings must be of direct current interest to our outreach target audience of largely U.S.-based policy and decision makers involved with food, farm, resource, or rural community issues.
- Proposals are short - limited to no more than 3 pages in total.
- According to our theme proposal requirements as on [www.choicesmagazine.org](http://www.choicesmagazine.org) the proposal should
  - Identify the topic, and the general topic area;
  - Make the case about why this is an outreach-worthy topic and which components of the largely U.S.-based outreach audience the coverage targets;
  - Showcase economic work, although non-economic papers can be included when needed to assure effective outreach;
  - Identify 2-5 papers in the package and the contribution of each paper, plus potential authors;
  - Indicate completion schedule and critical dates for outreach effectiveness.
- Review time allowances are short, so timely analyses can be readied for electronic publication rapidly.

Please prepare your review in *two parts*. The *first part* is a cover letter summarizing your evaluation namely, a) develop the theme as is, b) reject the theme requesting an alteration in the theme proposal, or c) reject. Please be explicit about the reasons for your recommendations. The *second part* is comments for theme proposers. Recommendations as to theme proposal acceptability should *not* be included here.

Comments to the authors should be as constructive as possible. Your comments on how best to revise the proposal with the goal of developing a theme for a *Choices* issue will be key to our efforts. When referring to specific proposal content in your comments, please cite the page, paragraph, and sentence. You do not have to return the manuscript once you have completed your review.

Please email your cover letter and comments, in two separate files, in Word, WordPerfect, or PDF format to [Walt@farmfoundation.org](mailto:Walt@farmfoundation.org). **Include the manuscript number in your letter. Also include the words "Review of Choices manuscript number" and the manuscript number in the Subject field of your email.**

In those rare instances where it is absolutely necessary to return the reviewed manuscript, it can be sent to:  
Walter J. Armbruster, Editor, *Choices*  
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Darien, IL 60561