

Module and Case Study Development and Review Process

All NCEP modules and Case Studies undergo a series of steps of development and review.

1. Authors are first asked to write a short (1-2 page) outline of the planned module or Case Study, and to identify the main learning goals of the module or Case Study. These are reviewed by the NCEP Editorial Board (comprised of project Directors and Coordinators, and co-founders of the project).
2. After approval of the outline, the authors are requested to develop a first draft of the documents. An editor is assigned to oversee the development of the module or Case Study (the 'Assigning Editor'). Authors may seek feedback from the Assigning Editor if they require guidance on style and content.
3. Once complete, the draft module or Case Study is checked by the Assigning Editor and NCEP staff (to check the format and ensure the documents are ready for external review). The draft module or Case Study is then sent to external reviewers (usually two or three) who are familiar with the subject. An NCEP staff member will also be involved in the review, to help reviewers assess how closely the module or Case Study meets the goals of NCEP. The external review is coordinated by the Assigning Editor.
4. Review comments are returned to the authors, who then make the necessary modifications to the module or Case Study. The revised documents are then checked by the Assigning Editor and, on his or her approval, the module or Case Study goes into final production.
5. During final production, the authors sign a License Agreement that gives them copyright of the materials developed, but allows the American Museum of Natural History the right to use these materials. Any remaining image permissions are also secured at this stage of final production.
6. Once final production is complete, the module or Case Study is made public on the NCEP web site, and materials may be selected for publication in the online journal, Lessons in Conservation.

These steps in module development and review, and the approximate timeline for development, are shown in the figure below.

MODULE DEVELOPMENT STEPS

