



2005 CAREER & TECHNICAL EDUCATION RESEARCH CONFERENCE

Kansas City, Missouri
December 7, 2005

Sponsored by the **Association for Career and Technical Education Research (ACTER)**

CTERC Chair Contact Information:

Joe W. Kotrlik, Professor

School of Human Resource Education & Workforce Development
Louisiana State University, Baton Rouge, LA 70803-5477
kotrlik@lsu.edu • 225-578-5753 • Fax 225-578-5755

Date: June 6, 2005
To: All CTERC 2005 Manuscript Reviewers

Thank you for agreeing to serve as a manuscript reviewer for the 2005 Career & Technical Education Research Conference. I have attached the following electronic files: 1) this letter in pdf format, 2) one file in Word format containing the review forms for all manuscripts that you will review, and 3) 4-5 individual files in pdf format for each of the research manuscripts that I am asking you to review. Please review the manuscripts and then send **ONLY** the completed manuscript "Review Forms" file back to me **via e-mail only – DO NOT RETURN BY REGULAR MAIL**. I will send a message confirming receipt of your completed review forms. Your review involves four steps:

1. Make sure that the manuscript numbers printed on each page of the review forms file **and** the manuscript numbers of the attached manuscripts **match** the name of the review form file. E.g., if your review form file is named RV1-1,2,3,6,8, then your file should contain review forms for manuscripts 1, 2, 3, 6, and 8, and manuscript file numbers 1, 2, 3, 6, and 8 should be attached.
2. Rate each manuscript on the 9 criteria listed using the 5 point scale provided. Then, total the points for each manuscript in the space provided.
3. Indicate your recommendation by typing an "X" in the appropriate box on each review form.
4. Type your comments regarding your major concerns or issues with each manuscript in the space provided at the bottom of each review form.
5. Return your completed review forms to me **via e-mail by Friday, June 24**. Do not return the manuscript files.

Your anonymous assessment will be shared with the author(s). Since I am asking you to review multiple manuscripts, it is not necessary to provide detailed comments about the manuscripts. However, it would be useful to the authors if you would cite any **substantial or major** concerns with the manuscripts. Authors of accepted manuscripts will be asked to address these concerns prior to submitting the final manuscript for the proceedings.

I appreciate your time and effort. The quality and success of CTERC 2005 relies heavily on the willingness of reviewers to share their expertise. I hope you will join us in Kansas City for this conference. The \$125 registration fee includes the luncheon, breaks, CD proceedings, etc. The registration form is located at <http://www.lsu.edu/faculty/kotrlik/cterc/>. You are not required to register for ACTE to participate in CTERC 2005. Again, thank you for your assistance with the review process.

Sincerely,

A handwritten signature in black ink that reads "Joe Kotrlik". The signature is written in a cursive, slightly slanted style.

Joe W. Kotrlik, Chair, CTERC 2005