Reviewing Submissions

This is the Guide for Reviewing Submissions to add to canon in the SARPiverse. It was implemented in 2021. It works in tandem with the Submission Rules. [1)]

It serves as a guide to the moderators of the Setting Submissions Forum and also helps Creators understand what those moderators are looking for.

A Good Reviewer

A Good Reviewer is:

- Unbiased - They approach the article for its value to the SARPiverse as a whole.
- Constructive - While a reviewer can reject an article, it should be the last resort. It is the reviewer's job to identify the areas the article can be fixed or improved upon to make it acceptable to be entered into the canon.
- Positive - The reviewer should have a positive attitude and serve as an encouraging and productive member of the community.
- Knowledgable - The reviewer should have an understanding of the Submission Rules and the setting of the SARPiverse.

What Are Reviewers Looking For?

Reviewers need to be thorough and have good attention to detail.

1. Has the Creator utilized the correct template? - Details need to be filled out to completion, the information must be accurate.
    1. If there are no template for the article type reviews should make sure that the article is detailed and presentable. (Side thought - should a template be made if there is none?)
    2. All the information to fill out the appropriate stuct should be included.
    3. Creators can go above and beyond. It is good if an article has more information or deploys information in a constructive manner.
2. Does the article Follow the Style Guide and use the correct Formatting Syntax? The article should be corrected to have the right spelling and grammar.
3. Is the article in line with the Site Rules and Terms and Conditions? Do the illustrations or art follow the site's Art Policies?
    1. If you are unsure of a piece of art, you can check it using TinEye.
4. If the creator has made a new species, did they follow the Creating A Species guide?
5. Does the article follow and apply the Standards of the SARPiverse? It should fit into the setting.
6. Is the article free of the Things we don't want?
7. Has the appropriate Faction Manager approved the submission?
8. Has the subject of the submission appeared in the RP? (added in 2021)

Tags In the Submissions Forum

The Tags in the Setting Submissions Forum.

1. Use the “Reviewer Assigned” Tag when you have selected an article to review. A reviewer who takes an assigned creator should work on that creation within 24 to 48 hours. If the review is major and will take a bit longer than that, the reviewer should post to notify the creator of their progress.
2. The “Waiting on Submitter” Tag should be used when the Reviewer is waiting on action from the creator. Generally, changes should be made in a reasonable amount of time. If more than 3 days is required, the submission should be moved to Rejected and Abandoned with a note that the creator can re-submit when they are ready.
3. The “3-Day Approval Timer” should be used on submissions that are major submissions post review, just in case any additional issues come up. If no further issues are presented the article can be approved. Straight forwards, Simple articles should just be approved.
4. The “Needs Faction Manager Approval” tag should be used when a submission needs approval from the appropriate Faction Manager.
5. The “Approved Submission” is used when a reviewer Approves a submission. The thread should be moved to the Approved Submissions Forum.
6. The “Rejected or Abandoned Submission” Tag should be reviewed if the creator abandons their submission for more than 3 days when action is required or the article has been officially rejected.

Priority

Reviewers should give priority to reviewing articles that Help the Star Army Community.

Rejection

If an article is rejected:

1. The thread should be moved to the Rejected and Abandoned.
2. The creator is permitted to follow the Appeal Process.
3. In some cases if there has been misconduct involved in the submission, the thread should be locked when it is moved. See the Restrictions and Consequences for Not Following Submission Rules.

Approval

When a submission is approved there are post-approval responsibilities for the reviewer and the creator.

When your submission is approved, our team will:

- Move your article out of the WIP namespace.

- Add Approval Information to the article.
- Fill out the struct. (See: Struct)

After your submission is approved, you are responsible for:

- Updating the article as standards and Templates change.
- Updating history and relevant roleplay information.
- Ensuring it is listed correctly on other pages.
- Resubmitting it if any major changes are made.

Approval Checklist

This checklist can be used at the time of the review and/or approval.

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Hello! Let's see if this submission meets the requirements for inclusion in
Star Army's lore...

[ □ ] 1. The destination URL should be a page in the appropriate namespace and
titled lower_case_with_underscores
[ □ ] 2. The article is in the appropriate format and the article template. Is
all the information for struct present?
[ □ ] 3. The article follows our wiki-style guidelines, including No forced
line breaks, text after each section header, etc.
[ □ ] 4. The article is easily read and free of errors in spelling and grammar
[ □ ] 5. Links to other wiki articles are present as appropriate and are not
broken
[ □ ] 6. The article fits into the Star Army universe's space opera theme and
technology levels.
[ □ ] 7. Images in the article are hosted on Star Army's wiki and credited in
the OOC section.
[ □ ] 8. The article is original and doesn't contain copy-pasted content from
other articles.
[ □ ] 9. The article complies with Star Army's rules in terms of damage
ratings, speed limits, etc.
[ □ ] 10. The Faction Manager(s), if applicable, have posted approval for this
article in this thread.

Here are some fixes this article still needs:

1.

When these fixes are made, please post a reply here so I can re-check the
article. Thank you!
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OOC Notes

Andrew created this article on 2021/01/19 13:16. Revised an original which was by Wes.

- This was implemented on 1/21/2021 from this thread.

1)
https://stararmy.com/roleplay-forum/threads/now-that-we-have-a-new-submissions-guide-up-proposed-guide-for-reviewing-submissions.66859/

From:
https://wiki.stararmy.com/ - **STAR ARMY**

Permanent link:
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Last update: **2023/12/20 18:20**