

Checklist for suggested tools – Organic Farm Knowledge platform

This checklist is intended for use by an Organic Farm Knowledge editorial board member, or members of collaborating projects, to ensure that tools suggested for the platform fit the criteria set by the Executive and Editorial boards. It is assumed that the suggested tools originate from reliable sources, are scientifically sound, and were practically applied and proven.

If the reviewer finds the subject of the suggested tool to be potentially controversial, they are to consult the editorial board directly for review. Contact lauren.dietemann@fibl.org.

Criteria	Your answer Yes or no		
Minimum criteria (all 3 must check 'yes')	<input type="checkbox"/>	<input type="checkbox"/>	Contained information directed at organic farmers and advisors, NOT conventional information with some sentences of how to adapt to organic
	<input type="checkbox"/>	<input type="checkbox"/>	Practice relevant and recommendations found easily
	<input type="checkbox"/>	<input type="checkbox"/>	Document easily navigated and userfriendly
Additional criteria (3/6 met = OK, less than 3/6 met = reject, or contact Editorial board for review)	<input type="checkbox"/>	<input type="checkbox"/>	Easy to understand - technical terminology is clarified where necessary, abbreviations are explained
	<input type="checkbox"/>	<input type="checkbox"/>	Up to date information – not older than 5 years. If older than 5 years, editor should contact the publisher to ensure that the information is still relevant
	<input type="checkbox"/>	<input type="checkbox"/>	Information is relevant to European conditions
	<input type="checkbox"/>	<input type="checkbox"/>	Photos and graphics are relevant and referenced
	<input type="checkbox"/>	<input type="checkbox"/>	Relevant further information/links/contacts provided
Language check	<input type="checkbox"/>	<input type="checkbox"/>	Sources and imprint provided: Title, year, author and issuing organisations
			Language is appropriate and grammar is correct
			*In the case of foreign languages, organise a check by a person who knows the language.