

## Guidelines for Vendor Review Cycles

This document lists estimated turnaround times for various research types that are sent to vendors for fact checking.

These guidelines, which represent suggested best practices, can be modified for special circumstances. Authors are responsible for determining whether a piece needs outside review and for ensuring that it takes place. Authors will provide only the sections of the document that pertain to a specific vendor.

Research sent for review is in draft format and is strictly for internal review by the vendor. Under no circumstances is external distribution or press notification permitted.

Vendor review is the last step before a document is edited. Its intent is to give the vendor a final opportunity to correct any factual errors, not “correct” opinions and conclusions.

### Guidelines for Various Document Types

Content Type	External Review Turnaround
<b>Impact Appraisals</b> (covering a time-sensitive event)	1 business day
<b>Impact Appraisals</b> (including a case study)	5 business days
<b>Best Practice</b> (including a case study)	5 business days
<b>Standard-Length Documents</b> (less than 6 pages)	2 business days
<b>Long Documents</b> (6 pages or more)	5 business days
<b>Toolkits</b>	2 business days
<b>Market Guide</b>	2 business days
<b>Critical Capabilities</b>	5 business days
<b>Magic Quadrant</b>	5 business days
<b>Vendor Rating</b>	5 business days
<b>SWOT</b>	5 business days
<b>All Presentations</b> – 1 to 3 slides	2 business days
<b>All Presentations</b> – more than 3 slides	5 business days
<b>Market Statistics</b>	In line with the estimation methodology
<b>Podcasts</b>	4 hours

### **Changes to Guidelines**

Gartner reserves the right to change its guidelines at any time, without notice. These guidelines are for informational purposes only and do not constitute a waiver with respect to any of Gartner's rights, all of which are specifically reserved.