

Research Report: Rough Draft Peer Review

Here's a brief lay-out of the sections of the report; use it as a guide for peer review and to see what you need to finish up for your final draft.

BODY OF REPORT

Introduction (see if each section answers these questions):

What is the subject of the paper?

What is the purpose of the argument?

- Present info to enable readers to understand a subject?
- Persuade/affect readers' attitude towards a subject?
- Enable readers to carry out a task?

What is the background of the topic that readers need to know?

What is the scope of the paper? (topics to be covered as well as topics that are not)

What are the most significant findings (conclusion drawn?) and/or what are the recommendations?

Methods

What was done? How did the writer gather information?

Results

What was found?

Conclusion

Based on what was found, what does all of this mean? What conclusions can one draw?

Recommendations

And based on those conclusions, what are the recommendations?

Review coherence guidelines (from chapter 6)

- Title and esp. headings written effectively
- Lists done effectively: can anything be turned into a list? Are there too many lists?
- Paragraphs written effectively —check esp. on paragraph length and dividing paragraphs

FRONT AND BACK MATTER

Check any completed front matter, format and content

- Cover/title page or both
- Abstract (note: this probably isn't done yet!)
- Table of Contents and List of Table and Figures (do they match the proposal?)

Check any completed back matter, format and content:

- List of References
- Glossary / Appendixes (if appropriate)

DOCUMENT DESIGN

Check preliminary styles to make sure fonts for headings/subheadings match

Check the graphics/figures:

- Is the required amount there?
- Properly done (the data matches the kind of figure/table)?
- Are they labeled? Titled?
- Have enough white space? Easy to read?

Check layout of proposal overall (from chapter 9):

- Font: serif; headings in sans-serif; fonts/sizes of headings consistent at each level
- Line spacing: single spaced, double btwn. paragraphs; effective queuing and chunking: enough white space between sections; margins: 1.25
- Pagination: front matter in lower case Roman numerals; body-back matter starts on page 1; in body page numbers are in header, right margin, next to name