1. **Skim the report to get the gist of what it is about.**
   In one paragraph, what did the authors do, what did they find?

2. **Read the report in detail.** Make notes on the report itself with your ideas, thoughts, as well as specific comments regarding the criteria on the following page.

3. **Skim report examining structure and format making specific suggestions to improve organization, figure or table quality, and correcting spelling, grammar, etc.**

4. **Supported conclusions?** What were the overall conclusions? Are these clearly supported by the data presented?

5. **Is it ready for publication?**
   Briefly address the overall quality of the writing, formatting, organization, and figure quality.
6. Score the following categories with a numeric value between 1 (poor) and 5 (fabulous). Check marks are adequate for category criteria that are present.

___ The abstract is a short paragraph and contains all pertinent components:
   ____ Length of about 250 words
   ____ Background/ importance
   ____ Purpose
   ____ Methods
   ____ Results
   ____ Interpretations/ implications/ conclusions

___ The Introduction contains:
   ____ Contains adequate and appropriate background information
   ____ Suggests one or more reasonable outcomes of the experiment
   ____ Suggests one or more methods that may be used to address question
   ____ Poses a clear science question
   ____ The science question clearly follows from introductory materials

___ The Instrument section:
   ____ Contains an instrument diagram(s)
   ____ Explains how the instrument works in a detailed yet concise way

___ The Methods contain all pertinent information needed to replicate the experiment.
   ____ Sample preparation
   ____ Calibration
   ____ Instrument parameters
   ____ Methods are organized in a logical flow consistent with Results section

___ The Results
   ____ Only results are presented, no interpretation
   ____ Results are presented in the same order as the Methods section
   ____ Figures and Tables are numbered according to the order they appear in the text

___ Figures and Tables are neatly and carefully constructed
   ____ Raw data not shown
   ____ All needed results are present and all results presented are needed
   ____ Estimates of error/ error bars are provided as needed

___ The Discussion
   ____ Interpretations follow directly from the results
   ____ Unusual or unexpected results are given reasonable explanations
   ____ Likely sources of error are identified and explained in professional terms

___ The Conclusion
   ____ Briefly states the conclusions of the experiment
   ____ Circles back to the ideas/hypothesis presented in the introduction
   ____ If results were not conclusive, potential fixes are proposed

Overall Quality
___ Spelling and grammar errors do not distract from the meaning of the text
___ Coherence of thought/ writing flows in a logical way
___ References in text and in bibliography are complete and formatted consistently
___ Passive voice is used, no or few I’s
___ A professional tone is maintained throughout
7. **Positive feedback**- What aspects of the report facilitated effective communication of the data? You MUST say something nice, truthful, and thoughtful! This can include the way data is plotted in a figure, the way something is described, etc.

8. **Constructive feedback**- (2-3 sentences) How can the authors revise the report to make it more efficient and effective at communicating their points? These suggestions can be general or specific. But, if you say something needs improvement, you must suggest a way to fix it.

9. **Recommendation:** Accept     Minor Revisions     Major Revisions     Reject

Briefly justify your recommendation: