

### **Procedure for submitting paper drafts for review:**

Your paper is due on **Wednesday, 3/12 by 5:00 PM**. Please do not be late.

You should treat the submission process as if you were submitting a paper for publication. The draft you turn in on Wednesday should be complete and have been checked thoroughly for typographical and grammatical errors. Although this is not the final draft, 40% of your grade will be based on the quality of this initial draft.

Your paper should have a cover page with your name and the title of your paper. The text should start on page 2.

Papers should be submitted via email to [kshaughn@bama.ua.edu](mailto:kshaughn@bama.ua.edu). Papers should be in PDF format to ensure compatibility with all operating systems. Most modern operating systems have a PDF converter built into the printer utility that allows you to save the document as a PDF file. If you don't have this utility built in, there are a number of free PDF converters available on the web, as well as numerous computers in the department with PDF conversion software. If you are having trouble with the conversion, let me know.

I will post the papers for review on the class website by Friday 3/14. Be sure to check and download the papers you have been assigned to review, along with the reviewer check sheet.

You should carefully read each paper assigned to you and evaluate it on readability (clearness, correct grammar, absence of typos) and content. Using the reviewer sheet, provide a detailed review. If the manuscript has a lot of grammatical errors, you may return the manuscript with corrections to be given to the author. Your anonymous review, and the manuscript, if you would like it returned to the author, must be turned in by class on Monday, March 31<sup>st</sup>.

I expect each of you to truthfully evaluate the quality (both readability and content). Part of your grade (20%) will depend on the diligence that you show in the review process. Therefore, you should feel free to point out deficiencies in the papers you review, however I expect each of you to maintain a professional tone in your review. Peer review is supposed to be an anonymous process in order to encourage an honest evaluation of the quality of each paper. Therefore, I would ask you not to discuss your review with other members of the class.

After I have looked over the reviews, I will distribute the reviewer comments to you in your mailboxes no later than Wednesday, April 2<sup>nd</sup>. You will then have until 4/25 to make necessary corrections and turn in the final version of your paper.