

## Paper Evaluation Criteria

Reviewers rate each Paper using a **5-point ranking scale** (described on the next page) and should **write an appraisal** to support the numeric ranking.

Name:	Please Circle One					Notes:
Content	1	2	3	4	5	
Scientific Contribution	1	2	3	4	5	
Audience	1	2	3	4	5	
Clarity	1	2	3	4	5	
Conciseness	1	2	3	4	5	
Complete	1	2	3	4	5	
Logic	1	2	3	4	5	
Correct vocabulary, grammar	1	2	3	4	5	
Overall Average Score:	Appraisal:					

### Description:

- **content:** Is the topic appropriate, within scope?
- **scientific contribution:** Is there a sufficient novel scientific contribution?
- **audience:** Won and kept reader commitment and motivation;
- **clarity:** message is clear, direct and easily understood;
- **conciseness:** brief and to the point;
- **complete:** all necessary information identified and articulated – no questions left unanswered for the listener/reader, figures/tables of good quality;
- **correct vocabulary, grammar:** accurate, correct language and vocabulary usage; chose level, language, style, tone appropriate to the audience; grammar: rules of grammar are observed, grammatically correct structures are used
- **logic:** organized, ideas are logically developed and presented in reasonable sequence, emphasis is on key points and/or principles / identified and highlighted

Sample Guide Using 5 Point Rating Scales:

Scale	Rating	Overall Average Score
5 points	Excellent. Exceptional	Should ensure extremely effective paper. Significantly above criteria for a successful paper. Surpassed expectations. Meets all major / essential / core criteria or acceptable equivalents.
4 points	Very Good. Above average.	More than adequate for effective paper Generally exceeds criteria relative to quality and quantity of behaviour required for a successful paper. Meets around 80% of the major / essential / core criteria or acceptable equivalents and several of the minor / additional criteria. No major deficiencies exist in the areas assessed. Consistently demonstrated better than average paper.
3 points	Good. Acceptable. Satisfactory Average	Should be adequate for effective paper. Meets criteria relative to quality and quantity of behaviour required for a successful paper. Meets around 60% of the major / essential / core criteria or acceptable equivalents and several of the minor / additional criteria. Some of the criteria were met; some deficiencies exist in the areas assessed but none of major concern.
2 points	Weak.	Below criteria required for a successful paper. Meets around 40% of the major / essential / core criteria or acceptable equivalents and several of the minor / additional criteria.
1 point	Very weak. Poor.	Few or no criteria met. Many deficiencies. A major problem exists. No answer or inappropriate answer.