# Internal Guidance

Author requirements:

* NO first person; 3rd person only
* 1500-4000 words
* Figures and tables must be placed within the relevant sections
* APA format for in-text citations & references(6th or 7th is acceptable): https://owl.purdue.edu/owl/research\_and\_citation/apa\_style/apa\_style\_introduction.html

# Abstract\*

Clearly and concisely states the purpose of the paper with clear summarization of main sections of the paper. 3 pts   
Clear and concise statement of the purpose of the study; major sections not clearly developed. 2 pts   
Purpose of study not completely clear and major sections of the paper not adequately summarized. 1 pt   
Purpose not clearly stated and does not give any insight into important sections in the paper. 0 pts

NOTE: Cited sources should NOT be in the abstract. An abstract is a summary in the author’s own words.

# Introduction\*

Provides background information; Description of the problem is clearly stated and the importance of its investigation; clear summarization of important findings with justifications; Hypothesis clearly stated. 3 pts   
Provides background information; Describes problem to be solved; Summarizes findings from the study; Hypothesis stated. 2 pts   
Provides background information; Provides some information on the problem to be solved; Hypothesis not clearly stated. 1 pt   
Inadequate background information; no justification of importance or important findings; Hypothesis not stated. 0 pts

# Body of article\*

The findings are fully analyzed and explained; clear and detailed conclusions are made; the hypothesis is rejected or accepted based on findings. 3 pts   
Findings are analyzed and has sufficient explanations; Conclusions are stated; Hypothesis rejected or accepted. 2 pts   
Findings inadequately analyzed; Lack of supporting information and conclusions not clearly stated; Hypothesis not clearly. 1 pt   
Presents little to no information regarding the findings and no conclusions were drawn. 0 pts

# Conclusion\*

Clearly restates the hypothesis and completely summarizes the study; Important findings with justifications are well described. 3 pts   
Summarization and restatement of the hypothesis; Findings are inadequately justified. 2 pts   
Summarization of the study is inadequately done and does not restate the hypothesis. 1 pt   
Incomplete conclusion of study; does not restate hypothesis or summarize the study. 0 pts

# Language and mechanics\*

Strong sentence structure; No punctuation or grammatical errors present. 3 pts   
Some sentence structure, punctuation or grammatical errors present but not distraction. 2 pts   
Some distracting errors in sentence structure, punctuation or grammar. 1 pt   
Paragraphs were difficult to read or understand because of sentence structure and punctuation or grammatical errors. 0 pts

# Citations\*

All figures and tables accurately cited from sources in APA format. 3 pts   
Figures and tables cited from sources in with some formatting issues. 2 pts   
Figures and tables incorrectly cited from sources. 1 pt   
No citations present on figures and tables. 0 pts

NOTE: In-text citations must be listed in the bibliography.

# Bibliography\*

All references are correctly formatted using the required method. 3 pts   
Slight errors in the format of the required citation method. 2 pts   
Incorrect format of citation method. 1 pt   
Did not use the required citation method. 0 pts

NOTE: References must be listed in the article.

Total points\*



Summary\* (optional)



NOTE: Upload the article with your comments.

# Recommendation\*

Accept without revisions   
Conditional Accept with revisions   
Do not accept for publication

NOTE: Only use one of these three recommendations.

Please contact [editor.ufjur@gmail.com](mailto:editor.ufjur@gmail.com) with any questions or concerns.