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| **Report Characteristic** | | **Excellent (3 points)** | **Adequate (2 points)** | **Poor (1 point)** | **Missing (0 points)** |
| **Introduction Section** | **Introduction of the study** | The goal of the study is clear AND why the study is important is clearly explained | The goal of the study is not quite clear OR why the study is important is not clearly explained | The goal of the study is not clear AND why the study is important is not clearly explained | Missing |
| **Methods Section** | **Choice of Methods** | The choice of the model was appropriate and was explained in detail | The choice of the model was appropriate but more explanation was not adequate | The choice of the model was not appropriate/ there is no explanation about how the model was chosen | Missing |
| **Variable Selection** | How variables are chosen for inclusion in the model is stated AND is appropriate | How variables are chosen for inclusion in the model is unclear/missing OR is not appropriate | How variables are chosen for inclusion in the model is unclear/missing AND is not appropriate | Missing |
| **Model Violations/Diagnostics** | How model violation checks and diagnostics will be performed is clearly stated AND how each will be handled is explained | How model violation checks and diagnostics will be performed is not clearly stated OR how each will be handled is not explained | How model violation checks and diagnostics will be performed is not clearly stated AND how each will be handled is not explained | Missing |
| **Results Section** | **Description of Data** | Numerical/Visual summaries of the important variables are presented AND important features are explained correctly. | Numerical/Visual summaries of the important variables are not presented OR important features are not discussed or are incorrect. | Numerical/Visual summaries of the important variables are not presented AND important features are not discussed or are incorrect. | Missing |
| **Process of Obtaining Final Model** | Results of key intermediate steps to obtaining final model have been presented | Some results of key intermediate steps to obtaining final model have been presented, but some choices unclear | Very few results of key intermediate steps to obtaining final model have been presented, but many choices unclear | Missing |
| **Goodness of Final Model** | Final model has been validated correctly AND has had model assumptions verified (and appropriately corrected if applicable) AND appropriate model diagnostics have been performed | Final model has not been validated (or has been incorrectly validated) OR has not had model assumptions verified (or not appropriately corrected if applicable) OR appropriate model diagnostics have not been performed | Final model has not been validated (or has been incorrectly validated) AND has not had model assumptions verified (OR not appropriately corrected if applicable) AND appropriate model diagnostics have not been performed | Missing |
| **Discussion Section** | **Final Model Interpretation and Importance** | The final model has been correctly interpreted in context AND it is clear how it meets the goal AND relevance of the study from the introduction. | The final model has not been correctly interpreted in context OR it is not clear how it meets the goal OR relevance of the study from the introduction. | The final model has not been correctly interpreted in context AND it is not clear how it meets the goal AND relevance of the study from the introduction. | Missing |
| **Limitations of Analysis** | All lingering problems with the final model are mentioned AND their potential impact on usefulness of final model included. | Some lingering problems with final model are mentioned OR their potential impact on usefulness of final model unclear | Few of the lingering problems with final model are mentioned AND their potential impact on usefulness of final model not discussed | Missing |
| **General Report Quality** | **Clarity and Length** | The report meets word count AND is written with very few grammatical or spelling mistakes which makes the report easy to read and understand. | The report does not meet the word count AND/OR is written with some grammatical or spelling mistakes which makes the report a bit difficult to follow. | The report does not meet the word count AND is written with serious grammatical or spelling mistakes which makes the report very difficult to read. | Missing |
| **Use of Plots and Tables** | Plots/tables in the main text are clear and relevant for the analysis AND plots/tables in the appendix are referred to in the main text and are useful to the report. | Plots/tables in the main text are a bit unclear OR are not very relevant for the analysis OR some plots/tables in the appendix are not referred to in the main text OR are not useful to the report. | Plots/tables in the main text are not clear AND/OR are not very relevant for the analysis AND some plots/tables in the appendix are not referred to in the main text OR are not useful to the report. | Missing |