

Peer Review Process



Agenda

- Overview peer review
- Common writing issues
- Proof reading marks and annotations
- Processing feedback

Extra Eyes

- Hours and hours of looking at the same document on the computer screen, your mind can gloss over errors that someone else will see



Goals of Peer Review



<http://teachingcenter.wustl.edu/strategies/Pages/peer-review.aspx>

- Learn how to read carefully a piece of writing (whether your own or another writer's) with attention to the **details**
- Learn how to strengthen writing by taking into account the responses of **actual** and **anticipated readers**

Goals of Peer Review

- After years of writing for an instructor, soon your writing will need to focus on new audiences



Peers



Management



Clients



Goals of Peer Review

- Learn how to formulate and communicate **constructive feedback** on a peer's work
- Learn how to **gather** and **respond** to feedback on your own work



People ask you for
criticism,
but they want only
praise.

Somerset Maugham



Constructive Feedback

- is to improve the outcome for the final product
- must always focus on the work rather than the person
- give the feedback that you would want to receive

Constructive Feedback Tips

- Respond like a **reader**—not a grader
- Use the **first person** singular
 - I think.... I read.... I don't understand
- Be **positive**, but **honest**
 - You need to strike the delicate balance between truth and kindness
- Suggest how the peer can do better

Having the right frame of mind

- Go in with the right attitude: **to help** the other person
- Critique the story, not the storyteller
- Contempt has no place in a critique
- Point out the positives as well as the problems
- Remember that your suggestions are just that – your suggestions

Carolyn Kaufman

Common Writing Issues



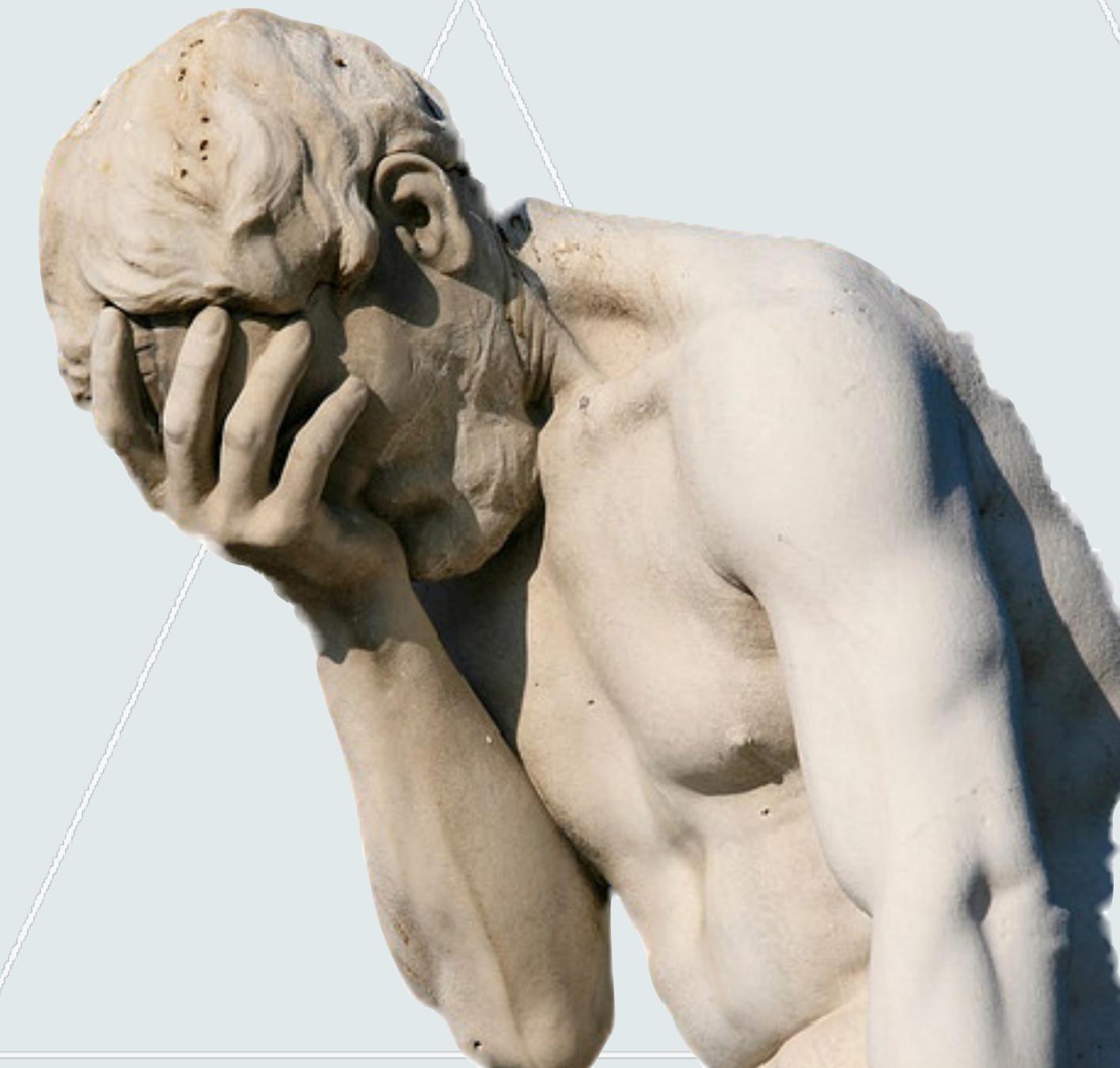
THE UNIVERSITY
OF ARIZONA

Wording

- Correct words for the context and author's intended meaning
- Appropriate sophistication & jargon for the intended audience
- Choose the right word, not a word to impress the reader

Common Writing Mistake by Engineers

Believing grammar and
spell check catch all
errors



Reading aloud

- A method to help catch errors when your minds eye sees what you believe to be written
- Text to speech functionality

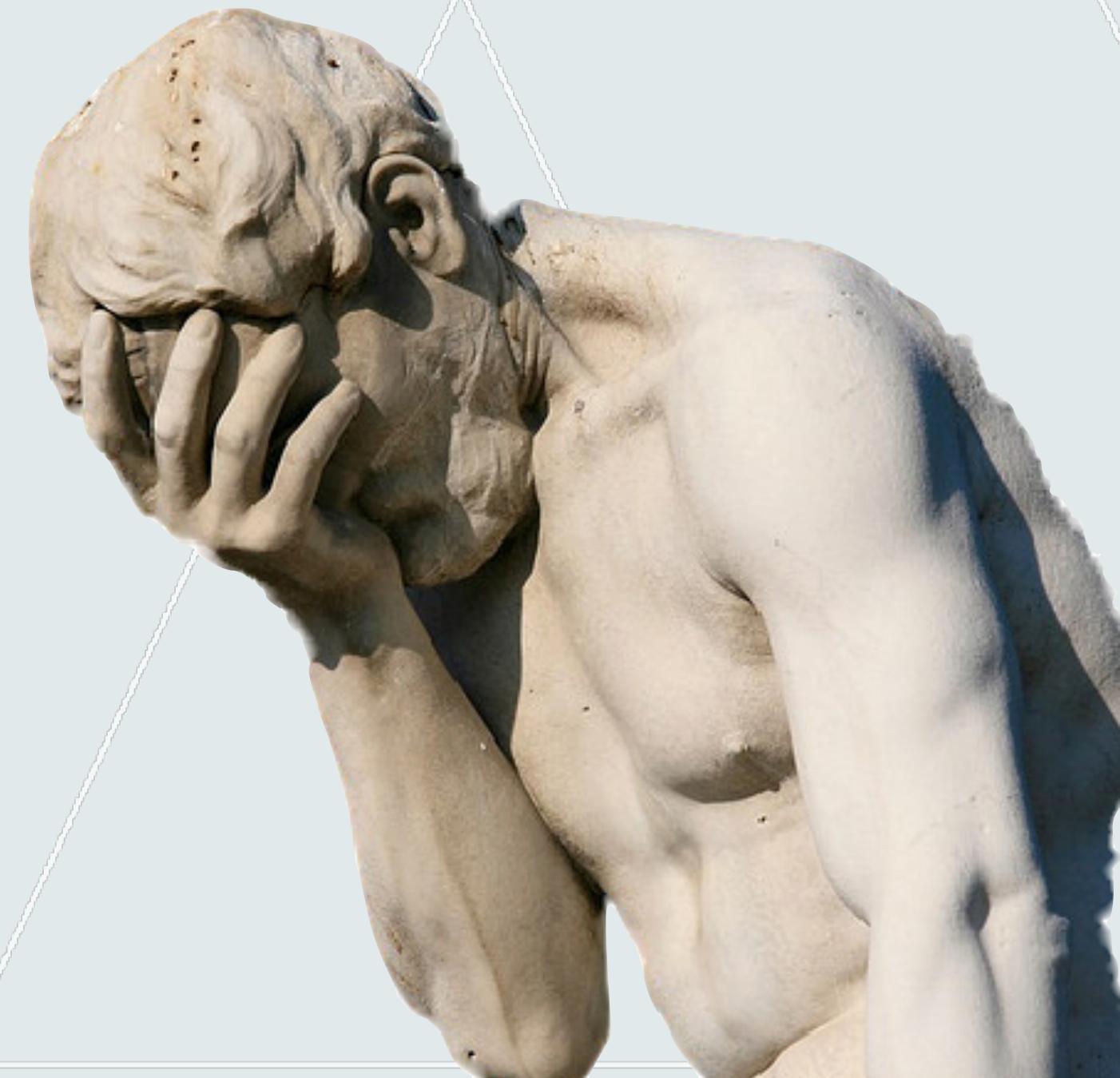


Read/Listen for

- Flow/Organization
- Wording choices
- Transitions
- Clarity
- Brevity
- Grammar
- Spelling
- Punctuation
- Awkward sentence construction
- Passive Voice
- Inappropriate Jargon

Common Writing Mistake by Engineers

Flow & organizational
pattern difficult to
understand/detect



Flow/Organization

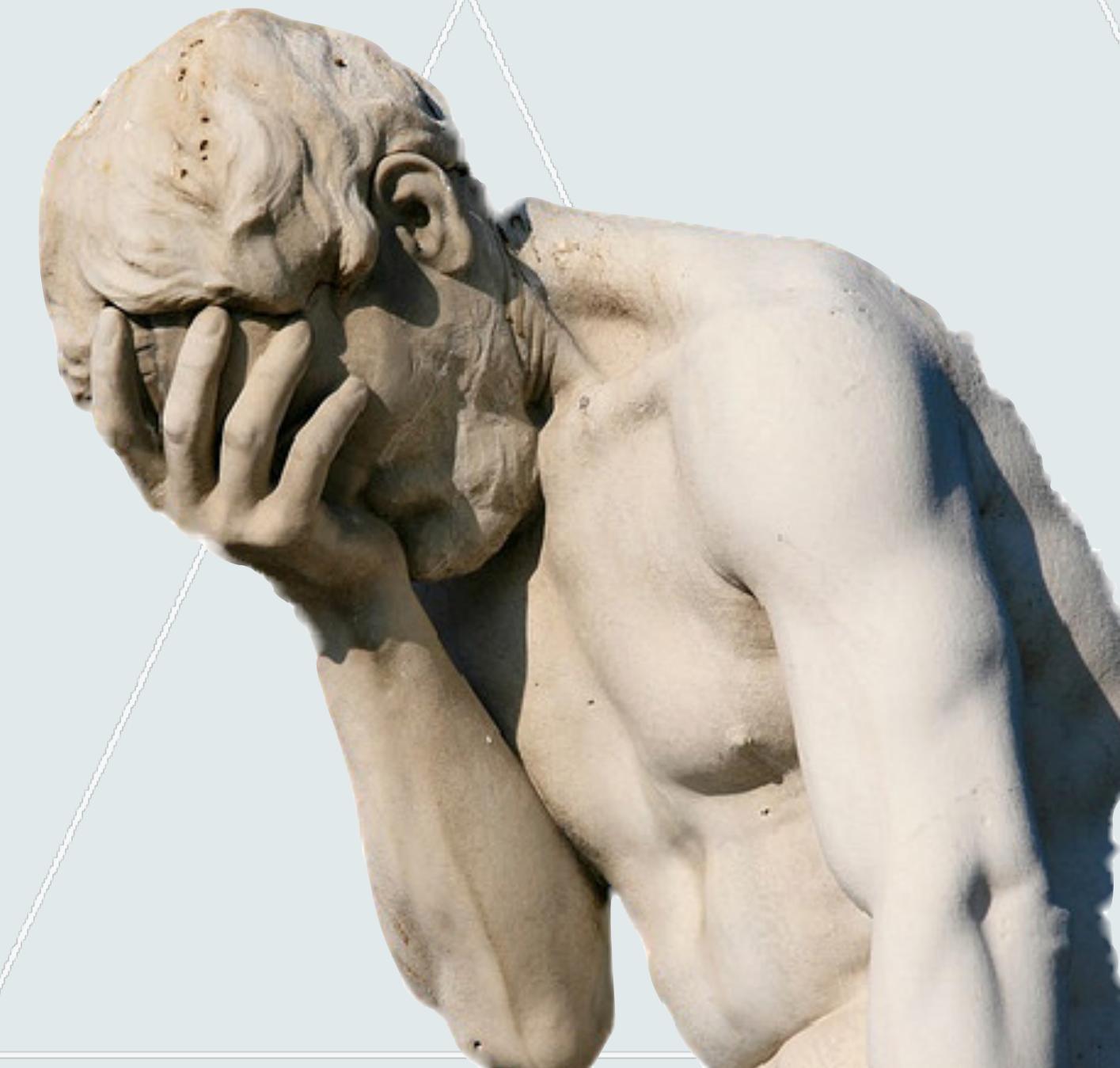
- Can you make a simple outline of the paper just by reading it?
- Is the thesis statement evident?
- Are main points clearly articulated?
- Do all the main points support the thesis statement?
- Does the conclusion wrap up the main points?

Structure

- Use paragraphs to transition between ideas/thoughts
- Introduction, Body, and Conclusion
- Watch for run-on sentences and paragraphs

Common Writing Mistake by Engineers

Addressing all(or most) the required parts of an assignment but without organization is not sufficient for completing an assignment



Run-ons

- Run-on sentences and paragraphs should be broken up
- Compound versus Run-On sentences

Fragments

- **Fragment:** She decided to major in petroleum engineering. Even though it would take five years.
- Revision: She decided to major in petroleum engineering even though it would take five years.
- **Nonproblem fragment:** The Kinectimals video game lets players pet a virtual pet on their TV screen. But not actually groom their pets remotely!
- Revision: The Kinectimals video game lets players pet a virtual pet on their TV screen—but not actually groom their pets remotely!

Verbal Diarrhea

- Written document with no coherent organizational pattern
- Can be quite extensive in length
- May or may not address the topic/assignment



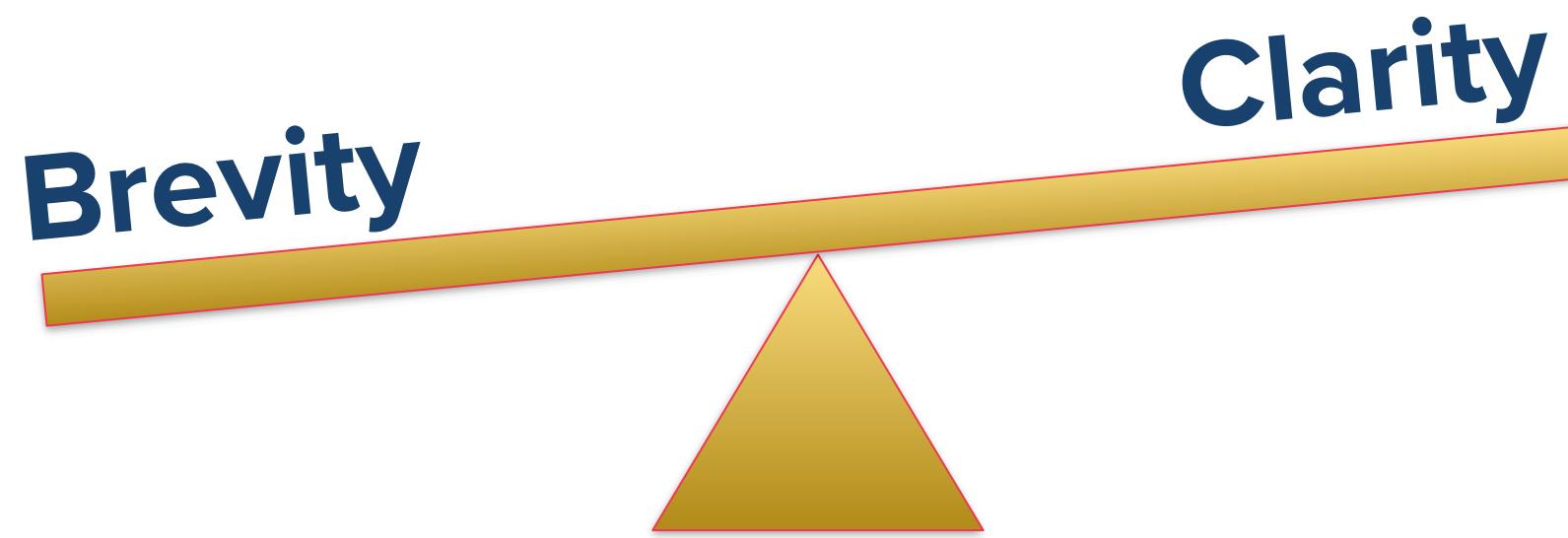
Also known as a brain dump or homework assignments created after midnight and/or while consuming high amounts of caffeine

Jargon

- Remember your audience & purpose
- Engineering jargon is fine for an engineering audience generally*
- **Field specific** (transportation, structures, fluids, etc) might **not be appropriate** for a more general engineering audience
- Glossary or in-text explanation

Brevity v Clarity

- Concise wording must be weighted against clarity of meaning



- Too much brevity can confuse the reader
- Too much details can confuse the reader

Tone

- Most technical/business writing is in the third person and impersonal
- Seldom is “I” language used
- Professional reports and documents should not be conversational in tone

Active Voice

- Sentences written in the active voice are less wordy than those in the passive voice – and cutting unnecessary words always improves a piece of writing.

Active Voice

- In a sentence written in the **active voice**, the subject of sentence ***performs*** the action.
- In a sentence written in the **passive voice** the subject ***receives*** the action.



- Joe punched the bar bouncer.
- Joe was kicked out of the bar.

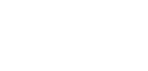
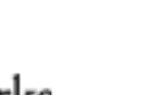
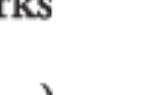
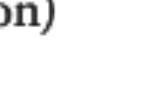
Proof Reading



Annotations

- Should be clearly written or typed using the Microsoft Word comment feature
- Remember “I” language (I don’t understand, I find this unclear, I really like this section)
- Note positive as well as areas for improvement
- Suggestions for revision

Copy editing marks

s	e	Delete	FL		Flush Left	bFital	Set in Bold Face Italic
		Insert	FR		Flush Right	lF	Set in Light Face
		Join	HC		Center Horizontally	wF	Wrong Font
		Move closer	CV		Center Vertically	-/	Hyphen
#		Space	and		Move to the next line	/n	En Dash
#		Add Space	end.		Move to the preceding line	/m	Em Dash
#e		Delete Space	□		Indent 1 em	³	Superscript
		Transpose Word	□□		Indent 2 ems	²	Subscript
		Transpose Letters	P		Paragraph		Comma
/		To separate two or more marks	≡		All Caps		Apostrophe
<i>Stet</i>		Let it Stand (ignore correction)	—		Small Caps	○	Period
		Move Left	≡≡		Caps & Small Caps	;) ;/	Semicolon
		Move Right	Caps		Capital Letter	:	Colon
		Move Up	lc		Lower Case	 	Quotation Marks
		Move Down	Rom		Set in Roman	(/)	Parentheses
		Align Vertically	ital		Set in Italic	[/]	Brackets
		Align Horizontally	bf		Set in Bold Face		

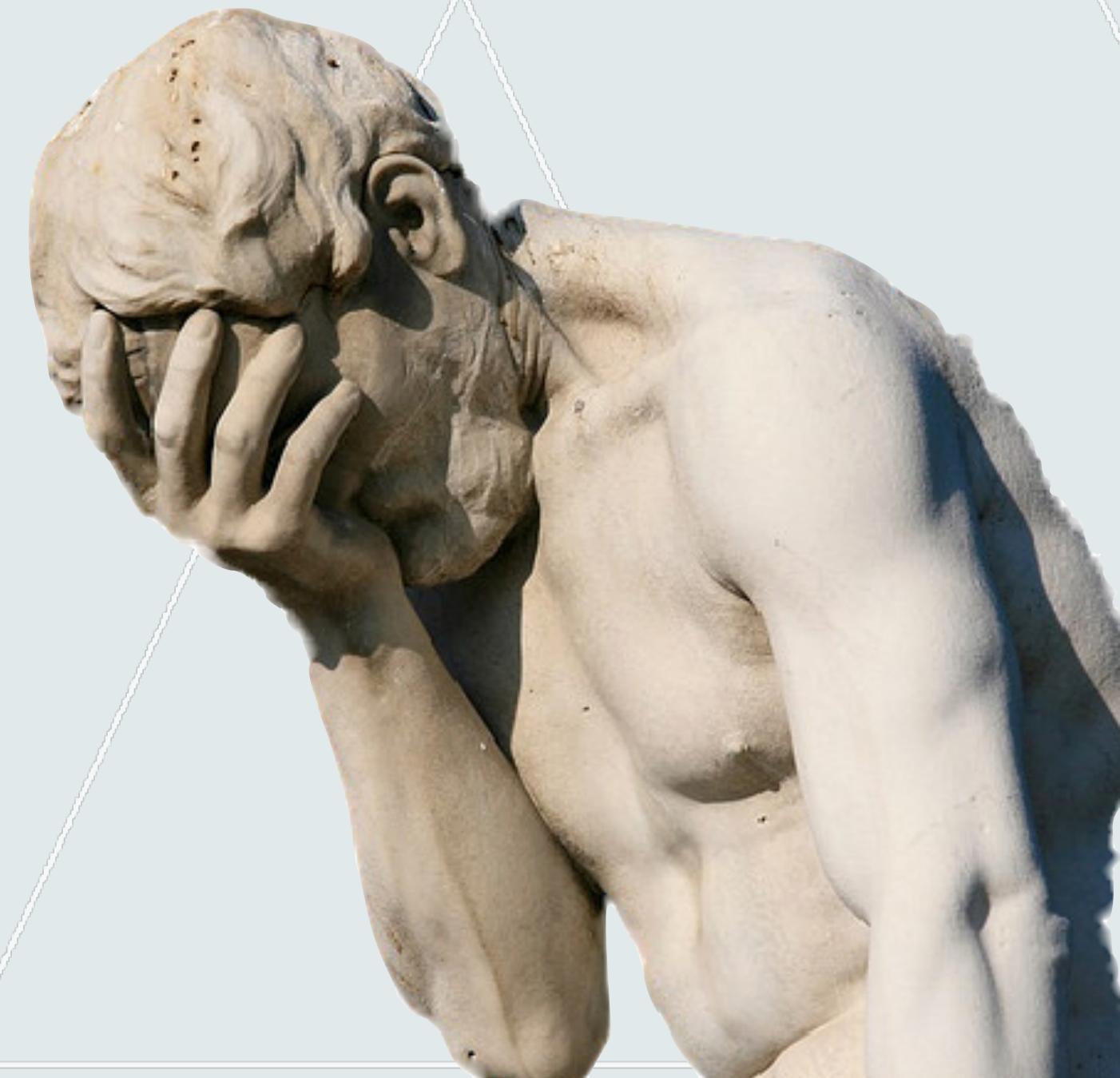
Instructor Favorites

WC	Word Choice	RO	Run-on Sentence
AWK	Awkward	?	Confusing
SP	Spelling	PV	Passive Voice
Cite	Need Reference		Move
USC	Unsupported Claim		Paragraph



Common Writing Mistake by ~~Engineers~~ Everyone

Spell check doesn't catch
properly all mistakes



Reviewer Checklist

- Logical organization and transitions
- Introduction, Body, and Conclusion
- Clearly articulated thesis statement
- Free of grammar, spelling, and punctuation errors

Reviewer Checklist

- Main points clearly stated
- Claims supported with facts, data and references
- Citations used when referencing external sources

Processing



Open Mind

- Approach comments and feedback with an open mind
- Not all suggestions need to be adopted
- Ultimately you are the final editor



COLLEGE OF ENGINEERING
**Civil & Architectural
Engineering & Mechanics**

Implementing Changes

- Versioning a document
 - Filename change
 - Track changes
- Don't **blindly accept** all suggested changes
- Review changes and consult with the reviewer if unclear

Computer Tools

- Spelling and grammar checkers are getting better, but they are not perfect
- Process feedback from tools, like **Grammarly**, the same way you would from a peer