

AETD Document Availability Authorization (DAA) Peer Review and Project Check List

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STI Type: _____ Due Date: _____

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_____	_____	Is there abstract information?
_____	_____	Is all the mathematics correct?
_____	_____	Are all the figures and tables necessary and adequate?
_____	_____	Is the title as brief as possible without obscuring the meaning?
_____	_____	Has an NTR for this effort been submitted?

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_____	_____	Have the authors been appropriately identified including their status (civil servant, contractor, etc) and type (author, editor, etc)?
_____	_____	Acronyms are completely defined upon first use (presentation or paper)
_____	_____	Acronym table (alphabetic) included as required
_____	_____	All sources are identified/referenced (including figures)
_____	_____	All figures are referenced correctly in the text (for papers/abstracts)
_____	_____	Each page is numbered
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Notes:

1. The author has the responsibility of completing the paper and submitting all the required forms on time.
2. The Peer Reviewer has the responsibility to ensure that the paper is technically correct and presented in a professional manner.
3. The Branch Approver is responsible for the overall editing of the STI document. This includes the voice of the document (especially if there are multiple authors), clarity of the writing, and technical content (as it refers to the NASA mission).
4. [Technical Editor Notes](#) (courtesy of J. Scott Smith/551) is a good resource for preparing and reviewing publications.
5. The document shall be formatted according to the technical society's or journal's guidelines. When no formatting guidelines are given, the author can refer to *NASA/SP-2005-7602, NASA Publications Guide for Authors or Style Manual, Rev ed., US Government Printing Office, 2000* for further information.

Project Review: If you are matrixed to Code 400 and your publication is project related, ensure a Project Review in parallel with the Technical Peer Review. The Project reviewer needs to electronically sign this form below. This checklist shall be attached to the eDAA and include the Project Reviewer's name and date on the AETD eDAA Form in the Comments Section.

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