IOP Peer Review Process

Introduction

For the purposes of INFO 5200, peer review is the process by which classmates provide preliminary feedback and suggestions on each others’ drafts of the Information Organization Project (IOP). They participate in this process in two roles:

- As author of their own drafts
- As peer reviewer for other students’ drafts

Goal and Objectives

The goal of the peer review process is to provide students with feedback and suggestions that will help them revise and improve their IOP drafts before submitting final versions to the instructor for grading.

The objectives are for students to:

- Improve their IOP drafts prior to having the drafts graded by the instructor.
- Gain a better understanding of the IOP assignment and how fellow students solve similar kinds of information organization problems.
- Improve their objective critical evaluation skills, written communication skills, peer collaboration, and process management skills.

Peer review is a professional activity that helps participants gain knowledge through information exchange. It is not an opportunity to take, steal, or plagiarize others’ original works and ideas; for more specifics please see the course plagiarism policy.

Please note, the instructor is primarily responsible for evaluating the content of each IOP draft. The peer reviewers can provide helpful comments to ensure drafts are complete, formatted correctly, etc.

Terms

The following terms are used to standardize communications related to the peer review process:

- **5200 Central**: Blackboard Mail address to which students submit all IOP drafts and checklists
- **Author**: The student who creates preliminary and final drafts
- **Reviewer**: The student who reviews and critiques a preliminary draft
• **Reviewer Pool:** A pool of candidate peer reviewers created by 5200 Central. The pool is created from authors who have submitted preliminary drafts prior to the due date for that preliminary draft.

• **Checklist:** A form, downloaded from the Blackboard course site, that a reviewer uses to evaluate another author’s preliminary draft.

• **Preliminary Draft:** A complete draft submitted to 5200 Central for peer review.

• **Final Draft:** A preliminary draft that has been revised after being through peer review, and has been submitted for instructor review and/or grading by the due date for that draft.

**Procedures**

Except for Draft 1, the other three IOP drafts have three deadlines: preliminary draft, checklist, and final draft. Steps 1-2 below are for peer review and steps 3-4 for the final draft.

1. **Author submits preliminary draft.**

   About a week prior to the final draft deadline, each author sends to 5200 Central as an attachment to a mail message the preliminary draft (file name style LastnameDraft#Prelim.doc).

   - 5200 Central (TA) collects the drafts in a reviewer pool. Authors may submit preliminary drafts early, but the drafts will be held while the reviewer pool builds.

2. **Reviewer sends completed checklist to author and 5200 Central**

   Within 48 hours of receiving a draft for review, the reviewer:

   - Downloads the appropriate draft checklist from Readings & Assignments in Blackboard course site.
   - Uses the checklist to conscientiously review and critique the draft.
   - Completes the checklist and saves it with a new file name following this style: ReviewerLastnameDraft#Checklist.doc (reviewer's name, not author's name).
   - Sends the checklist to both author and 5200 Central as a mail attachment.
   - Deletes the file of the reviewed draft from his/her computer.
   - Proceeds with revising his/her own draft after it has been reviewed by another student.

   Authors who do not receive checklists from reviewers by deadline should notify 5200 Central immediately.

3. **Author submits final draft.**

   After receiving a checklist from a reviewer, the author makes appropriate changes to revise the final draft, renames the draft (LastnameDraft#Final.doc), and submits it to 5200 Central as a mail attachment.

4. **Instructor reviews and grades final draft.**

   Instructor gives graded drafts to 5200 Central to return to students.

   - Instructors usually require a week or more to grade, comment on, and return drafts.
   - Students may not receive graded drafts until two weeks or more after they were due; they **should not wait** to begin writing the subsequent draft.

Figure 1 on the next page illustrates the procedures.

**Expectations**

When participating in this process, authors are expected to:

- Submit preliminary drafts on time.
- Inform the instructor (not 5200 Central or TA) in advance if a deadline cannot be met.
- Pay attention to recommendations made by reviewers and incorporate valid suggestions.
- Notify 5200 Central if they have not received checklists from reviewers by the deadline.
Reviewers are expected to:
- Thoroughly read and evaluate each preliminary draft and complete the appropriate checklist.
- Send a completed checklist to the author and 5200 Central by the deadline.
- Notify the instructor immediately if a deadline cannot be met.

5200 Central staff (TAs) are expected to:
- Tally preliminary drafts as they are received and add authors’ names to the reviewer pool.
- Distribute preliminary drafts to reviewers within 24 hours after the submission deadline.
- Tally checklists as they are received.
- Respond quickly to authors saying they have not received checklists by the deadline.
- Inform instructors about any problems.

Grading

Participation in the peer review process for drafts 2-4 counts 9% of the course grade.
- For each preliminary draft submitted by the deadline: 1%
- For each checklist submitted to the author and 5200 Central by the deadline: 2%

Penalties are as follows:
- Authors who miss the preliminary draft deadline do not participate in the peer review process and receive no credit (forfeit 1% for not submitting draft and 2% for not completing checklist).
- Reviewers who miss the checklist deadline lose partial credit (forfeit 2%).
- Authors who do not receive checklists from reviewers are not penalized: they should notify 5200 Central immediately.

In addition, instructors reserve the right to:
- Deny requests for deadline extensions.
- Withhold part or all credit for poor quality of a reviewer’s checklist.
Dos and Don’ts

Please help make this process benefit yourself, your fellow students, and the instructor.

• **Do submit your work even if it is not entirely done—it's called a preliminary draft.**
• Do submit your work on time to ensure you receive proper credit.
• Do learn from the drafts you review (i.e., how others are approaching the assignment).
• **Do not copy or reuse materials from a draft you are reviewing** in your own draft. This is plagiarism; see the course plagiarism policy.
• Do use your own judgment for incorporating valid comments from the peer review in your draft (peer reviewers are also students).
• Do notify your instructor if the draft you receive to review is substantially incomplete

The 5200 Central staff manages an enormous number of mail transactions in a short time. Please give them a little space to do their job.

• Do not ask 5200 Central to confirm receipt of your draft, tell you whether your draft had been sent to a reviewer, send your draft to be reviewed early if you submit it early, provide the name of your reviewer, or send you a peer draft to review less than 24 hours after the draft deadline.
• Do not submit your draft directly to a reviewer.
• Do not wait until the last minute to say you did not receive a checklist.

Summary

Remember, you as the student need to have a **preliminary draft** ready approximately one week before the final draft submission due date if you plan to participate in the peer review process. This may mean very quick turnaround between getting a graded final draft back and the due date for the next preliminary draft. Check the Semester Schedule for due dates, and make note of these critical times. Expect to be very busy for certain short periods!

The peer review process is a valuable opportunity for you to gain feedback on your project and to gain a broader understanding of how others approach the project. Please provide quality feedback in your review in return for the benefit you receive from reviews by your peers.

The peer review process is important to your grade! In order to determine the impact of NOT participating in peer review, use this formula:

**Anticipated final grade** – (peer reviews not done *2) – (preliminary drafts not turned in on time *1)

Example: 94 (A) Anticipated final grade – (2 peer reviews missed) – (2 preliminary drafts late)

= 94 - (4) - (2)

= 88 (B) Final semester grade

Reminders

- **Meet all deadlines.**
- Use draft file name style: LastnameDraft#Prelim.doc (author’s name)
- Use checklist file name style: LastnameDraft#Checklist.doc (reviewer’s name).
- Send checklist to both author and 5200 Central.
- Delete file of reviewed draft after reviewing.
- Notify 5200 Central immediately if you did not receive a checklist from your peer reviewer.