

Strategy Paper Peer Review

	Topic	Explanation	Notes
1	Introduction	<p>Is the <i>purpose and significance of the problem</i> addressed by the paper explicitly and succinctly stated? Does it appear <i>up front</i>?</p> <p>Is the <i>solution</i> described?</p> <p>Are <i>recommendations</i> listed?</p> <p>Is a <i>roadmap</i> for the paper provided?</p>	
2	Development	Is each <i>question/topic developed</i> using sufficient evidence and detail?	
3	Organization	<p>Is each section organized like a sandwich:</p> <p><u>Top</u> Is an <i>umbrella statement</i> used to state the purpose, provide transition, and summarize the contents that follows?</p> <p><u>Filling</u> Is each point developed in the order suggested in the umbrella statement, i.e., does it follow the roadmap?</p> <p><u>Bottom</u> Does each section “wrap up” with salient points and introduce what comes next?</p>	
4	Design	<p>Do <i>sectional headings</i> identify the main parts, e.g., Introduction, Discussion, Conclusions & Recommendations, and Sources?</p> <p>Are <i>headlines informative</i> (they capture the “news” of the section) and strategically placed?</p>	
5	Style	Are sentences clear and succinct, not complicated? Do they use <i>more verbs than nouns</i> ?	
6	Convention	Is the grammar, punctuation, and usage <i>correct</i> ? Which areas need the most attention?	

Reviewer Notes