Writing Review Form
Carnegie Mellon University, ISR Ph.D. Program

As an evaluator of a student's writing skills, please fill out this form after reading the student's paper. The student and at least two faculty evaluators and one student evaluator then meet to discuss the paper. If all evaluators are unanimously in favor, the student passes, and the student delivers the completed forms to the department (Connie Herold) either on paper or electronically, and retains a copy for him/herself. If the student fails, the evaluators give guidance on the necessary revisions, and the student tries again.

STUDENT: Fill out this section.

Paper authors (underline your name):

Paper title and date:

Type of paper — select type and give name (e.g. OOPSLA '08): ☐ conference ☐ journal ☐ technical report ☐ other

Status (select one): ☐ preliminary draft ☐ submitted ☐ accepted

Intended audience and assumed background:

REVIEWER: Focus your evaluation on the paper's presentation, not on its technical contents. Most questions ask for both **a few sentences of comments/suggestions** and a grade (circle one) of excellent, good, fair, or poor. **Suggestions are important for feedback to the student!**

Reviewer name and date:

1. What (in your own words) is the main message of the paper?

2. What are the paper's strengths? (Be as specific as possible and try to mention at least three positive aspects.)

3. What are the paper's weaknesses? (Be as specific as possible and try to mention at least three things that could be improved.)

4. How clear is the paper to you and how clear will it be to its intended audience? (Describe what is unclear, if anything.)   ☐ excellent   ☐ good   ☐ fair   ☐ poor

5. How are the abstract and introduction at indicating what is coming later in the paper?   ☐ excellent   ☐ good   ☐ fair   ☐ poor

6. Is the presentation of background concepts adequate for the intended audience?   ☐ excellent   ☐ good   ☐ fair   ☐ poor

7. How well do the conclusions summarize the results of the paper? ☐ excellent   ☐ good   ☐ fair   ☐ poor

8. Is the paper well organized?   ☐ excellent   ☐ good   ☐ fair   ☐ poor

9. Do ideas and words flow smoothly at the paragraph level?   ☐ excellent   ☐ good   ☐ fair   ☐ poor

10. Does the paper have an appropriate balance between technical details and high-level concepts?   ☐ excellent   ☐ good   ☐ fair   ☐ poor

11. How well does the paper use terminology, equations, pseudocode, figures, and citations?   ☐ excellent   ☐ good   ☐ fair   ☐ poor

12. How are the spelling and grammar?   ☐ excellent   ☐ good   ☐ fair   ☐ poor

13. Your overall evaluation: ☐ excellent   ☐ good   ☐ fair   ☐ poor

Sign here if you vote to PASS: _____

Write additional comments on attached pages. You may also mark the paper and return it to the student.