

## **MODULE 6: REFLECTION**

## Critical Thinking, Discussion, Reflection & Future Vision

### Lesson 29: Proofreading/Peer Review Process

**Guiding Questions** 

- What proofreading methods can you use?
- What does the peer review process look like, and why is it useful?

Once you have a rough draft of your paper, the next natural step is proofreading. You may have spent a lot of close time with your paper recently so I suggest you first take a break before delving in again.

When you decide to revisit your paper, try to reset your mind and dive in with a fresh perspective. With that perspective, read through your paper carefully, as if you were reading it for the first time from someone else's perspective. Think about how different readers might perceive what you are communicating, and how things like word choice may influence them. Take note of any grammar or punctuation mistakes and correct those along the way.

You may want to ask a friend, family member or mentor to proofread your paper for solely grammar issues as well. In addition, ask at least one other person to peer review your paper and give you feedback regarding the paper content. If possible, ask someone who is not an expert in your topic, and someone who is...Getting feedback from different perspectives can provide you with well-rounded insight into your research, and will let you know what you need to adjust.

Action Research Peer Review Checklist



# **Action Research Peer Review Checklist**

Note: Your peer reviewer can refer to the <u>Action Research Paper Rubric</u> for full details of expectations.

- The **research question** is clear, specific and feasible enough to be achieved in 4,000 words.
- The **abstract** clearly and effectively summarizes the research question, aim, methods and findings of the action research.
- The **rationale and purpose of the research** are explicitly stated and rationally explained, making it clear to the reader why this action research has been conducted.
- The **literature review** provides a holistic view of the research topic, using a diverse array of at least 20 peer-reviewed articles and books. The research is effectively paraphrased, and it is well-organized according to relevant topics.
- The **research design and procedure**, as well as the sample and description of participants, is well articulated and detailed. The procedure could be easily replicated.
- The **presentation of results and findings** are clearly communicated and supported with visuals (i.e. charts/graphs). The data analysis demonstrates higher order and critical thinking skills, showing the writer's understanding of action research.
- The **conclusion** is clear and concise with a clear answer to the research question, and summary of aim, method, findings and recommendations. Future research questions are proposed.
- **Organization** is obviously controlled, using categories to support paper flow with strong topic sentences.
- The paper is free of grammar and punctuation errors.
- **Citations and referencing** are executed properly, and peer reviewed research is presented in the MLA or APA standard.
- Work citation page is presented at the MLA or APA standards.
- A Table of Contents is presented before the "Abstract" page. In addition, any data collection tool(s), material(s), treatment(s) used must be added to the report attached after the "References" section, entitled as "Appendix" or "Appendices".

# MBA Action Research Paper Rubric

#### Name: \_\_\_\_\_\_

#### Action Research Title: \_\_\_\_\_

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Conclusion, Implications & Recommend ations	Conclusion is clear and concise with a clear answer to the research question, and summary of aim, method, findings and recommendations. Future research questions are proposed.	Conclusion is mostly clear and concise but is missing one key point. Future research questions are proposed.	Conclusion is partially clear and missing more than two key points. No future research questions are proposed.	Conclusion is missing or is as brief as one sentence.	
Organization	Obviously controlled and/or subtle organization, using categories to support paper flow; Strong topic sentences.	Logical and appropriate organization and flow; Clear topic sentences.	Organization attempted, but unclear or inappropriate topic sentences.	Absence of organization and flow.	
Grammar & Punctuation	Free of grammar and punctuation errors.	A few grammar and punctuation errors.	Some grammar and punctuation errors, but not severe enough to interfere significantly with the overall understanding.	Grammatical and usage errors that significantly interfere with the overall understanding.	
Citations & References	Peer reviewed research is presented in the MLA or APA standard. Work citation page is presented at the MLA or APA standards.	Peer-reviewed researched is used but some of the guidelines of MLA or APA are missing. Work Citation page is presented but partially accurate to APA/MLA standards.	Peer-reviewed research is not used but quasi scientific research is cited. Work Citation page is present but is lacking in MLA/APA standards.	No citations, or all research is non-scientific. Work citation page is missing.	
Final Score					

**Note:** Please include a Table of Contents, List of Tables, List of Charts (where applicable) – before the "Abstract" page. In addition, any data collection tool(s), material(s), treatment(s) used must be added to the report – attached after the "References" section, entitled as "Appendix" or "Appendices".

### **Requirements**

- 1. 5,000 words with APA Format
- 2. Double-spaced (2.0) or One and a Half (1.5) spaced
- 3. 12 pt. Times New Roman font
- 4. Page Number (footer, right bottom corner)
- 5. 4 major sections: Table of Content, Title Page, Main Body, References

