



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 [Action Research Paper Rubric](#) 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: _____

Category	5	3-4	2-1	0	Score
Topic/ Research Question/ Thesis	Topic is feasible and specific enough to be achieved in 4,000 words. Clear and concise RQ and thesis clearly stated.	Topic is specific enough to be achieved in 4,000 words. Clear and concise RQ or thesis.	Research question or Thesis is unclear and lacking development.	No research question or Thesis	
Abstract	The abstract clearly and effectively summarizes the research question, aim, methods and findings of the action research.	The abstract summarizes the research question, aim, methods and findings of the action research.	The abstract summarizes most of the research components, but is lacking some.	There is no abstract.	
Research Rationale	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 rationale and purpose of the research are explained, making it clear to the reader why this action research has been conducted.	The rationale and purpose are vague and not clearly communicated, making it clear to the reader why this action research has been conducted.	The rationale for the action research has not been communicated by the writer.	
Literature Review	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 literature review provides a holistic view of the research topic, using a diverse array of 15-20 peer-reviewed articles and books. The research is paraphrased and organized according to relevant topics.	The literature review is limited, offering a limited number of sources, all of which are not peer-reviewed journals and books. Paraphrasing and organization are poor.	The literature review is not properly executed or incomplete.	
Methodology/ Research Design	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 research design and procedure, as well as the sample and description of participants, is communicated. The procedure could be replicated if more details were provided..	The research design and procedure, as well as the sample and description of participants, are not well-articulated and details are missing. The procedure could not be easily replicated.	The research design and procedure, as well as the sample and description of participants, is missing.	
Data Analysis & Presentation	The presentation of results and findings are clearly communicated and supported with	The presentation of results and findings are communicated and supported with	The presentation of results and findings are not clearly communicated	The results, findings, and data analysis have not been communicated.	

of Results/Findings	visuals (i.e. charts/graphs). The data analysis demonstrates higher order and critical thinking skills, showing the writer's understanding of action research.	some visuals (i.e. charts/graphs). The data analysis demonstrates some higher order and critical thinking skills, showing the writer's understanding of action research. There is room for improvement.	and not supported with visuals (i.e. charts/graphs). The data analysis lacks demonstration of higher order and critical thinking skills.		
Conclusion, Implications & Recommendations	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

