

Appendix F.2

REVIEW CRITERIA FOR PAPERS SUBMITTED FOR PUBLICATION

Department of Family Development Research & Studies Committee

Note: Some of these items may not be relevant to all the different possible Department of Family Development publications. If in doubt, please contact a Research and Studies Committee member to determine which criteria relate to the type of publication you are submitting.

Name _____ **District** _____

Title of Paper _____

Format for Department Publication

1. Cover Page _____

Includes title of paper, author and address
____ Yes ____ No

Includes 150-200 word abstract
____ Yes ____ No

2. Situation Statement

Purpose and intended use or users is clear

Statement is well focused

Background information relative to the situation is summarized

References are cited

Satisfactory

Needs Improvement

3. Objectives

Clearly Stated and relevant

Measurable or specific to study

Analysis of research

4. Methodology

Used accepted methods for gathering data

Information or positions(s) or arguments advanced in logical, coherent manner

Process is adequately explained

Clientele involvement in program

Satisfactory

Needs Improvement

5. Results and Findings

Logical organization of data

Clear presentation of data

Statistically accurate

Results relate to objectives

Findings summarized into a few main points

6. Recommendations and Implications

Includes specific recommendations and implications for situation described

Includes broader implications for further programs or ideas

Suggests ideas for further research or policy

Thought provoking ideas raised

The entire document will be reviewed for:

Clarity and Organization

Clear, easily understood

Content developed logically

Correct grammar, punctuation, spelling

Follows acceptable style manual
(MLA, Turabian, etc.)

Makes use of and cites professional references

Satisfactory

Needs Improvement

**Elements of Scholarship
(See Appendix I.C in Articles of Faculty
Governance)**

Creative Intellectual Work

- Does this work build upon the knowledge, research, or practice in the field? How does this work respond to an identified need, fill a need for new knowledge, a new approach, or a new method, or the creative adaptation of existing knowledge, approaches, or methods?

Valued by those for whom it was intended

- Have state specialists or other colleagues reviewed the work? What measurable impacts occurred as a result of the effort? How were the developed materials or processes subsequently used by others?

Additional comments:

Reviewer _____ **Date** _____