**Review form for Case Studies (non-classroom)**

**Reviewers: please complete and return this template when reviewing an article**

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| --- |
| **Article information** |
| Article file code (ie. TPC-##-###) |   |
| Article title |   |
| **Nature of Case Studies** |
| Case studies can be (1) empirical studies or (2) experience reports that provide practical insights for integrating research in technical and professional communication within the constraints of everyday work. Cases describe a problem, the practitioner’s approach, and the effects on users. Cases provide enough detail about challenges, failures, resources used, and the impact of the project that other practitioners can determine whether they can implement the idea themselves. Cases must refer to similar cases and link their innovations to concepts in the literature.  |
| **Introduction** |
| Should situate the case study and explain its significance to technical and professional communication.  |
| **Issues to consider** | **Comments** |
| Purpose of case study clearly explained? |  |
| Relevance to readers of the *Transactions* explained? |
| Research questions clearly stated? |
| Main sections in the article listed and described in proper order? |
| **Situating the Case** |
| Should demonstrate how the case is representative of a larger class of cases reported in both peer-reviewed and popular literature and conference proceedings.  |
| **Issues to consider** | **Comments** |
| Starts with an overview? |  |
| Describes guiding theoretical framework? |
| Explains how literature selected?* which topics chosen
* why topics chosen
* how literature search conducted (keywords used, convenience search)
* criteria used to select articles from search results
 |
| Describes 3 or more similar cases in the literature? |
| Explores limited number of relevant theories and research?  |
| Each theory * Starts with descriptive subheading including theory name?
* Provides succinct, synthesized overview?
* Defines theory?
* Defines terms and concepts used?
* Explains relevance to this case?
 |
| Uses references * Of interest to the *Transactions* (from professional and technical communication)?
* Current (½ or more published in last 5 years)?
* Known to be key references for the topic? (please suggest more)
 |
| **How the Case was Studied** |
| Should describe what data informed the case and how it was collected. |
| **Issues to consider** | **Comments** |
| Explicitly states whether case results from empirical study or experience report? |   |
| Starts with an overview? |
| Repeats research questions?  |
| Explains only *how* data was collected (not the results)? |
| Describes participants(required for both empirical studies and experience reports)* States ethics approval received or exempted?
* Describes characteristics sought?
* Explains how recruited?
* Describes how data collected from participants?
 |
| For empirical studies, describes data analysis* For quantitative
	+ Lists statistical tests chosen?
	+ Explains in plain English how the tests analyze the data?
	+ Explains why tests appropriate?
	+ Lists tools used?
	+ Explains how ensured validity and generalizability?
* For qualitative
	+ Explains types of analysis?
	+ Lists tools used?
	+ Explains how ensured trustworthiness and credibility?
 |
| **About the Case** |
| Should be the longest section, presenting the “meat” of the case.  |
| **Issues to consider** | **Comments** |
| Starts with a brief overview? |                     |
| Describes “The Problem”* Describes original problem?
* Describes major constraints in design and development?
	+ Describes budget limits?
	+ Describes schedule limits?
	+ Describes applicable regulations?
	+ Describes presentation and template requirements?
	+ Others?
 |
| Describes “The Solution”* Describes the purpose?
* Describes the audience?
* Describes delivered solution briefly, start-to-end, with useful illustrations?
* Summarizes solution in a table of essential facts for practitioners
	+ Written in brief bullet points?
	+ Budget or budget range?
	+ Time required to complete?
	+ Skills used?

(writing, graphic design, project management, etc.)* + Software used?
	+ Other resources used?
 |
| Describes process for developing solution* Describes each key milestone
	+ Describes deliverable made?
	+ Describes activities to make deliverable?
	+ Describes issues and decisions in making the deliverable?
	+ Describes reactions to the deliverable by stakeholders, and required re-work?
* Includes multiple perspectives on major decisions and reactions?
 |
| Describes results of the solution* Describes what worked well?
* Describes what didn’t work well?
* Provides feedback from users?
* Provides usability, performance data?
* Provides web metrics, if useful?
* Provides Return on Investment (ROI) and other financial evaluations?
 |
| **Conclusions, Limitations and Suggestions for Future Research** |
| **Issues to consider** | **Comments** |
| Provides conclusions & discussion* Describes implications for practitioners?
* Links conclusions to literature?
 |   |
| Describes limitations of the case?(author was a developer vs. third party; missing information, etc.) |
| Suggests further research? |
| **Writing and formatting** |
| **Issues to consider** | **Comments** |
| Clear writing?  |   |
| Concise writing?  |
| Includes all required sections* Introduction?
* Situating the case?
* How the case was studied?
* About the case?
* Conclusions, limitations & further research?
 |
| **Publishing Recommendation** |
| Please highlight your recommendation in yellow (choose one and only one): | *Publish as is* | *Publish with minor changes* | *Revise and resubmit for consideration* | *Reject* |
| Please explain your decision in 1-2 sentences: |   |
| Please identify 2 positive aspects of the article: |   |
| Please identify specific areas of concern and give concrete suggestions for improvement: |   |