

Review Rubric for Case Studies

Reviewers: Please complete and return this form when reviewing a manuscript. If you have annotated the manuscript, please return that file with this form.

Review Design: The review rubric is designed to allow you to quantify your responses to various features of the manuscript and provide notes to support your responses. As such:

- If you **highlight** 3, 2, or 1, identify what is absent in the section of the manuscript.
- If you **highlight** 6, 5, or 4, identify ways to strengthen that section in ways that would lead to a publication decision or otherwise improve the manuscript.

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|------------------------------|
| Manuscript File Code: |
| Manuscript Title: |

Comment Category 1: Publishing Recommendation

| | | | | |
|--|--------|-----------------------------|---------------------------------------|--------|
| Please highlight only one recommendation: | Accept | Accept with minor revisions | Revise and resubmit for consideration | Reject |
| Please briefly explain your decision: | | | | |

Comment Category 2: Overall Fit with the *Transactions*

Does the manuscript clearly fall within the scope and address the audience of our *Transactions* (<https://procomm.ieee.org/transactions-of-professional-communication/>)?

Yes No

Does the manuscript cite literature in technical and professional communication (and other fields if appropriate) that our readers interested in the topic will be familiar with?

Yes No

Comment Category 3: Abstract

The abstract (200-250 words) is structured using the following subheadings: Introduction, About the Case, Situating the Case, Methods/Approach, Results/Discussion, and Conclusions.

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|----------------|-------|----------------|-------------------|----------|-------------------|
| Strongly Agree | Agree | Somewhat Agree | Somewhat Disagree | Disagree | Strongly Disagree |
| 6 | 5 | 4 | 3 | 2 | 1 |

Notes on Abstract:**Comment Category 4: Introduction**

The introduction explains the purpose and type of case study and its relevance to the field of professional communication. It states the questions that guided the study and defines unfamiliar terms or concepts. It forecasts the main sections of the manuscript.

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|----------------|-------|----------------|-------------------|----------|-------------------|
| Strongly Agree | Agree | Somewhat Agree | Somewhat Disagree | Disagree | Strongly Disagree |
| 6 | 5 | 4 | 3 | 2 | 1 |

Notes on Introduction:**Comment Category 5: About the Case**

This section explains the situation, problem, or opportunity that inspired examination of the case. It also addresses important constraints or challenges that existed. If applicable, this section describes the process for developing the solution to the problem, including key milestones, activities, issues, decisions, and/or team reactions or interactions.

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|----------------|-------|----------------|-------------------|----------|-------------------|
| Strongly Agree | Agree | Somewhat Agree | Somewhat Disagree | Disagree | Strongly Disagree |
| 6 | 5 | 4 | 3 | 2 | 1 |

Notes on About the Case:**Comment Category 6: Situating the Case**

This section situates the current case study in relation to issues, practices, pedagogies, research and/or theories in the field and, if applicable, to other similar cases.

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|----------------|-------|----------------|-------------------|----------|-------------------|
| Strongly Agree | Agree | Somewhat Agree | Somewhat Disagree | Disagree | Strongly Disagree |
| 6 | 5 | 4 | 3 | 2 | 1 |

Notes on Situating the Case:

Comment Category 7: Methods/Approach

This section explains (1) what data were collected to examine the case, (2) how the data were collected, (3) how the data were studied and interpreted (i.e., statistical methods, thematic coding, etc.), and (4) why the author(s) used these methods. This section also addresses the trustworthiness and credibility of the information and/or data collected. Finally, the section must indicate that an Institutional Review Board or its equivalent has approved the study’s use of human subjects or that it was exempt.

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| Strongly Agree | Agree | Somewhat Agree | Somewhat Disagree | Disagree | Strongly Disagree |
| 6 | 5 | 4 | 3 | 2 | 1 |

Notes on Methods/Approach:

Comment Category 8: Results/Discussion

This section describes the study findings and the extent to which findings address the original problem or answer the original question/s. It interprets the findings through pertinent research and related issues, practices, or cases discussed in the situating the case section above and in professional communication in general.

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| Strongly Agree | Agree | Somewhat Agree | Somewhat Disagree | Disagree | Strongly Disagree |
| 6 | 5 | 4 | 3 | 2 | 1 |

Notes on Results/Discussion:

Comment Category 9: Conclusion

This section discusses implications of the findings for practice, research, and/or education. It makes suggestions for future research or case studies. It addresses the limitations that might constrain interpretation and application of the findings—particularly in other settings—and/or other concerns and issues that the case study introduces.

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|----------------|-------|----------------|-------------------|----------|-------------------|
| Strongly Agree | Agree | Somewhat Agree | Somewhat Disagree | Disagree | Strongly Disagree |
| 6 | 5 | 4 | 3 | 2 | 1 |

Notes on Conclusion:

Comment Category 10: Reviewer Notes

Please provide any additional integrative notes on the manuscript related to your publishing recommendation. Please pay special attention to the content of the manuscript in relationship to the study sections noted above.

Note: If the manuscript exceeds 7500 words, excluding references, please suggest how the author might cut the manuscript to comply with that limit.