

Review Rubric for Research Articles

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.

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 by subheadings to include Background, Literature Review, Research Questions, Research Methodology, Results, and Conclusions.

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

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

The background section situates the study and explains its significance.

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

Notes on Background:**Comment Category 5: Literature Review**

The literature situates the reported research in the context of work by other researchers, identifies needed advances, and establishes justification for the present study.

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

Notes on Literature Review:**Comment Category 6: Research Questions**

The research questions should be framed in terms of needed work identified in literature review and aligns that work with the research methodology.

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

Notes on Research Questions:**Comment Category 7: Research Methodology**

The research methodology section consists of a comprehensive description of how the study was executed. The section should be written so that others should be able to replicate the study. While the structure typically includes information on research design, sequence, collection, participants, and analysis, this section may vary depending on the nature of the study. 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.

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

Notes on Research Methodology:

Comment Category 8: Results

The results section provides evidence that the research questions have been addressed. Results of quantitative studies should be reported according to standards identified by the American Psychological Association in terms of sample size, descriptive and inferential statistics, and effect size. The nature of the reporting may vary, depending on the nature of the study.

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

Notes on Results:

Comment Category 9: Conclusions

The conclusion section describes how the results have answered the research questions and discusses implications of the findings within the larger context of professional communication. This section may also include study limitations and directions for further research.

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 10,000 words, excluding references, please suggest how the author might cut the manuscript to comply with that limit.