**Peer Review Exercise** - As accountants, all of our work product comes down to writing a report presenting our findings and or conclusions. Errors in grammar or spelling as well as author comments that are unclear can be remedied during the peer review process. Please note that the Minnesota State Board of Accountancy through the State Legislature has mandated that all CPAs have their work “Peer Reviewed”. This exercise will give each of you an opportunity to practice performing a simple peer review. So the starting point for your review is reading the paper and then completing the sample checklist.

**Research Paper Authors: NOTE – you should complete the Author’s checklist before giving the paper to the reviewer.**

**Peer Review Reviewer Instructions:** Please complete the Peer Review Reviewer’s Checklist and return the package to original Author.

If you find grammar or spelling errors please add comments to the paper using the “track changes” under the “Tools” menu in Word 2003. In Office 2007, start in the “Review” tab and click on the Track Changes Icon to show the dropdown menu. Select “track Changes”. Make sure to insert your name as reviewer.

Office 2010 is the same as Office 2007.

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| **AIS Peer Review Reviewer’s Checklist** (Based Assignment Requirements) | | | | |
| **Author Name** | | |  |  |
| **Reviewer Name** | | |  |  |
| 1. | Is Paper at least 2 full pages in length? | | | Yes/No |
| 2. | Does author include at least 2 sources from the Library Research database service? & Are footnotes and/or endnotes used? Are they properly documented?  (Do you know what the proper method is to show citation?) | | |  |
| 3. | Does the paper have a footer that includes the file name? | | |  |
| 4. | Does file name meet course requirements given in the syllabus. | | |  |
| 5. | Is the paper Readable (the toughest question)? Try reading the paper out loud and listen to see if the grammar sounds acceptable. | | |  |
|  | a. | Is Grammar good (with no indicated errors)? | |  |
|  | b. | Spelling is correct and the word selection is proper.  (An example of this might be a word that is spelled correctly but is CLEARLY the wrong word for the sentence.) | |  |
| 6. | Does the paper address the topic assigned? (Simple Yes or No.)  (Do not offer suggestions to improve, as this is your opinion only.) | | |  |
| 7. | Paper Format - Does the structure of the paper follow the format of; tell them what you are going to tell them (opening) , tell them (body), and summarize by telling them what you told them? | | |  |
| 8. | Have you complexly filled out the Checklist? | | |  |
| 9. | Have you copied the Checklist to the end of the Author’s paper? | | |  |
| 10. | Have you returned the package to the original author? | | |  |
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| **AIS Peer Review Author’s Checklist** (Based Assignment Requirements) | | | | |
| **Author’s Name** | | |  |  |
|  | | |  |  |
| 1. | Is Paper at least 2 full pages in length? | | | Yes/No |
| 2. | Does author include at least 2 sources from the Library Research database service? & Are footnotes and/or endnotes used? Are they properly documented?  (Do you know what the proper method is to show citation?) | | |  |
| 3. | Does the paper have a footer that includes the file name? | | |  |
| 4. | Does file name meet course requirements given in the syllabus. | | |  |
| 5. | Is the paper Readable (the toughest question)? Try reading the paper out loud and listen to see if the grammar sounds acceptable. | | |  |
|  | a. | Is Grammar good (with no indicated errors)? | |  |
|  | b. | Spelling is correct and the word selection is proper.  (An example of this might be a word that is spelled correctly but is CLEARLY the wrong word for the sentence.) | |  |
| 6. | Does the paper address the topic assigned? (Simple Yes or No.)  (Do not offer suggestions to improve, as this is your opinion only.) | | |  |
| 7. | Paper Format - Does the structure of the paper follow the format of; tell them what you are going to tell them (opening) , tell them (body), and summarize by telling them what you told them? | | |  |
| 8. | Have you complexly filled out the Checklist? | | |  |
| 9. | Have you Provided your paper to the Peer Reviewer? | | |  |
| 10. | Have you received the Peer Review Package back from Peer Reviewer? | | |  |
| 11. | Have you made comments to the Reviewer’s checklist answers? | | |  |
| 12. | Have you Printed the complete package and prepared it for turn in? | | |  |
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