Report Part 2 Peer Review Checklist

**Cover Page**

Are all the students listed in the group on the cover page?

Are the students listed in alphabetical order by last name?

Is all *italicized* text removed from the cover page?

**Table of Contents**

Is the Table of Contents on its own page after the title page?

Is the Table of Contents updated to reflect accurate page numbers?

Is the only text in the Table of Contents the section headings (no extra text included)?

Is all *italicized* text removed from the Table of Contents page?

**Abstract**

Is the Abstract on its own page after the table of contents page?

Is the Abstract written as a single paragraph?

Is the first sentence the purpose of the experiment?

Is the second sentence the scientific question, ending with a question mark?

Is the third sentence the hypothesis?

Is the fourth sentence a summary of the procedure?

Is the fifth sentence a summary of the results, including numbers?

Is the sixth sentence the conclusion? Does the conclusion say whether or not the hypothesis was supported?

Are all conventions (capitalization, spelling, grammar) followed?

Is the entire Abstract no more than 250 words?

Is all *italicized* text removed from the Abstract page?

**Results – Data Tables(s)**

Does each table have a title, describing or naming the dependent variable (the value that was measured)?

Is the title centered over each table?

Are all rows and columns labeled?

Are only SI (metric) units of measurement (meters/liters/grams/degrees Celsius/seconds base units) used? Are all rows and columns labeled with the appropriate unit? (Note: If every data point uses the same unit, include the unit in the title.)

Do all tables use the same font face and font size as the report text?

Is ALL collected data shown in the data tables?

Are at least 5 trials reported for each value of the independent variable?

Are calculated results clearly labeled and placed separately from raw data?

Is all *italicized* text removed from the Results page?

**Graph(s)**

Is there at least one graph?

Does each graph have a title describing or naming the dependent variable (the value that was measured)?

Is the title centered over each graph?

Is the type of graph (bar, line, pie) appropriate for the data being displayed?

Are calculated results shown in a separate graph from the raw data (if graphed)?

Does each graph include all relevant data, and omit any irrelevant data?

Is each data series labeled appropriately in each graph?

Is each axis labeled in each graph?

Are units included for each axis?

Is the legend for each graph, is included, easy to understand?

Is all *italicized* text removed from the Graph(s) section?

**Analysis**

Does the discussion refer to the tables and graphs?

Is the data set described: range, outliers? If there are outliers, is the reader told how they were identified?

Are outliers correctly identified?

Does the measure of central tendency used (mean, median, mode, sum, or other) make sense for this experiment? Was the measure of central tendency correctly calculated, omitting outliers if any?

Are any patterns or trends in the data described?

Is the effect of changing the independent variable on the dependent variable described by naming these parts of the experiment? (“Changing the amount of sunlight affected the height of the plants substantially…”)

Are personal pronouns avoided?

Are all conventions (capitalization, spelling, grammar) followed?

Is all *italicized* text removed from the Analysis section?

**Discussion – Conclusion**

Is the question restated at the beginning of the paragraph?

Is the hypothesis restated after the question?

Is there a statement saying whether the hypothesis was supported, partially supported, or not supported?

⍟ Is there an explanation of why the experiment turned out the way it did, referring to the **science** behind it? (Note: the data **shows** that the hypothesis was/was not supported, but it does not **explain why**.)

⍟ If the hypothesis is only partially or not supported, is there an explanation about why that happened?

Are personal pronouns avoided?

Are all conventions (capitalization, spelling, grammar) followed?

Is all *italicized* text removed from the Conclusion section?

**Application**

Does this section describe how the project relates to or could be useful in real-world situations?

Are personal pronouns avoided?

Are all conventions (capitalization, spelling, grammar) followed?

Is all *italicized* text removed from the Application section?

**Recommendations**

Does this section describe how the project could be done better, noting any mistakes or areas that could be improved? Are solutions to any noted mistakes proposed?

Is there at least one suggestion for how this project could be extended to find out more information?

Are personal pronouns avoided?

Are all conventions (capitalization, spelling, grammar) followed?

Is all *italicized* text removed from the Recommendations section?

**Acknowledgements**
Is there a statement acknowledging the people who helped with the project?

Are personal pronouns avoided?

Are all conventions (capitalization, spelling, grammar) followed?

Is all *italicized* text removed from the Acknowledgements section?

**Bibliography**

Is the bibliography on its own page?

Are references listed in alphabetical order? Are all references in MLA format?

Are there at least five references?

Is all *italicized* text removed from the Bibliography page?