

Instructions for how to be a good reviewer (and other details)*

- If everyone submits their paper on time, papers are available starting after Thursday at 11:59pm (Friday in the very early morning). Otherwise the schedule is pushed back 24 hours.
 - Download **all 3 papers** (not just one!)
- Download the reviewing forms (one per paper)
 - type your comments in a reviewing form
 - leave it as a txt document (do NOT make a .doc or .docx document!; don't add formatting like bold or italics or underline or color)
 - then come back to SWORD and upload each form
 - (or cut and paste your comments into the web-interface form)
- Reviews (for all 3 papers) are due in 6 days after they are released (1 week after the submission deadline)
- You are being graded on your reviewing
 - Your written comments will be graded according to helpfulness --- how much did your comments help the author improve the paper?
 - Your quantitative ratings will be graded according to accuracy --- how similar are your ratings to those of your peers and of the TA and/or the instructor?
- Be nice:
 - Flaming the writer is only going to give you grief back
 - Remember that some people are starting off as worse writers than others. You are trying to help them improve their writing, not evaluate them as a person.
- Be open-minded about style:
 - There is no one fixed way these papers have to be written. For example, the paper doesn't have to be formal or informal.
 - Ask yourself: did you understand the paper, did you believe the argument, did you learn something?
 - If you say yes to all three, then the paper should be evaluated as good.
- Be constructive
 - Give particular ideas for how to improve the paper
 - Focus on the parts of writing that are important to the writer and the parts that are important to you. This way you will all learn something to make the next papers better
 - Don't just complain about a problem; give some ideas for how to fix it
- Be specific
 - Be precise about where particular problems occur
 - Give exact examples of problems
- Think beyond yourself
 - You are trying to give advice on how to make this type of paper better for a broad audience, not just you!

**Thanks to Professor Schunn for these reviewing suggestions*