CS 1173: Quantitative writing rubric

Level 1 (mechanically correct documents): You can easily check these elements (by computer) and do not need to understand the problem to achieve this level of competence.

a. The document follows the style guidelines: New Times Roman 12 pt font single-spaced with one-inch (1") margins.
b. The document has a title and a header that includes the author name.
c. The document meets the length requirements. (The length does not include title or header, so 1/2 page means 4.5" single-spaced.)
d. The document meets the topic guidelines.
e. The document includes appropriate citations and sources for data. The document has complete bibliographic references for all citations presented in a consistent format.
f. The document defines abbreviations and mathematical notation before use.
g. The document has no spelling errors (check using MS word)
h. The document has passes the MS Word grammar checker (no green underlines)
i. The document does not use the word "it".
j. The document does not use the first person singular or the second person. Watch third person too.
k. The document does not use empty phrases such as "there is" and avoids weak use of "to be" verbs if possible.
l. The document figures have appropriate titles and labels.

Level 2 (factually correct documents): These elements relate to logic and fact checking. You must correctly understand the problem to work at Level 2. A Level 2 document should contain the basic information necessary to inform a reader.

a. The document correctly establishes the context (who, where, what, when and why).
b. The document presents numerical values with correct units and appropriate scale.
c. The document uses appropriate graphs and tables to convey the meaning of the data.
d. The document does not contain false, misleading, statements, or unsubstantiated statements.
e. The document clearly describes data features.
f. The document accurately describes and quantifies trends.
g. The document gives an appropriate context for numerical values (in terms that the reader can understand and judge).

Level 3 (insightful documents that lead the reader to new levels of understanding): These elements provide new insights to the reader. You must go beyond simple factual understanding to achieve Level 3.

a. The document uses exemplars (e.g., specific illustrative cases) effectively.
b. The document points out exceptions and proposes explanations for them.
c. The document conveys information on errors and statistical significance.
d. The document dispassionately discusses the strengths and limitations of the study.
e. The document explores the implications of assumptions and simplifications.
f. The document makes connections to other information or related work