

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