

WPPD Evaluation Form for Capstone Paper (Formerly PC Paper)

Student Name:

First Draft Evaluation by:

Date Reviewed:

THE SUBMITTED DRAFT FOR REVIEW BY UF EDITORIAL TEAM:

_____ is ACCEPTABLE pending final report with minor revisions (checked below).

_____ is ACCEPTABLE pending final report with moderate revisions (checked below).

_____ is ACCEPTABLE pending final report with extensive revisions (checked below).

_____ is INCOMPLETE since MISSING at least 2 major sections as noted below:

(Please complete revisions and all missing sections as noted on the evaluation form and resubmit the final paper to Dr. Markowsky as noted below)

_____ is NOT ACCEPTABLE as it lacks at least 3 major sections as noted below:

(Please complete all missing sections and resubmit to Dr. Markowsky by the next deadline for 2nd review; make sure to address any additional comments noted on the evaluation form)

Student Directions for submitting final Capstone Paper:

Revise paper for final submission. Refer to this checklist and the attached evaluation form from the reviewer for recommended revisions to finalize your paper. Submit THIS COVER PAGE, the attached FULL EVALUATION FORM including checklist, PLUS ONE COPY OF THE FINAL PAPER (PAPER COPY). Resubmit the final revised paper within 4 weeks of receiving feedback.

MAKE SURE TO INCLUDE A TITLE PAGE WITH COMPLETE MAILING ADDRESS, EMAIL ADDRESS, AND PHONE NUMBER IN ADDITION TO INCLUDING THIS COMPLETED EVALUATION FORM!

Dr. Markowsky

3061 Overlook Place

Clearwater, FL 33760

727 418 9667

Please do not require a signature (may slow delivery). Email confirmation request on the expected delivery date. Priority mail works well.

OVERALL, THE FIRST DRAFT IS:

_____ Poor _____ Fair _____ Good _____ Very Good _____ Excellent

Good luck in revising your final paper!

**University of Florida Working Professional Doctor of Pharmacy Program
Feedback Form for Capstone Paper
(option #1, #2, or #3 paper submitted by 7th semester deadline dates)**

****Each item requires a check mark in the appropriate column (N/A,0,3,3.5,4,4.5,5)**

0 2 3 3.5 4 4.5 5.0
Missing / Unacceptable Poor Fair/average Good Very Good Excellent

Section	0	2	3	3.5	4.0	4.5	5.0	Comments
Introduction of Topic/ Background 1. Information relevant 2. Importance of topic established 3. Well-organized 4. Purpose statement clearly stated								See Checklist attached; see comments on paper.

Critique/Evaluation 1. Complete 2. Relevant to purpose 3. Accurate statement of facts 4. Tables outline relevant facts 5. Logical evaluation 6. Logically organized								See Checklist attached; see comments on paper.
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Specific Suggestions for Revisions of the Paper:

Section	0	2	3	3.5	4.0	4.5	5.0	Comments
Recommendations/ Application 1. Complete 2. Appropriate application 3. Supported by evaluation above								See Checklist attached; see comments on paper.
Conclusions 4. Answers the purpose statement (intro) 5. Valid/logical interpretations 6. Supported by evaluation above								See Checklist attached; see comments on paper.
Overall Writing Style 7. Easy to read 8. Easy to follow 9. Concise 10. Structure-organized								See Checklist attached; see comments on paper.

Additional suggestions for revisions:

CHECKLIST PRIOR TO SUBMITTING THE FINAL CAPSTONE PAPER:

NOTE: The sections checked in red are automatically intended for all papers; this checklist will assist in guiding the final copy-editing for your paper. Please complete all revisions prior to submitting the final paper. Note that if your paper is an outcomes paper, the sections checked for the practice paper or broad review article do not apply.

General Revisions; complete this section after other revisions completed:

Copy-edit the entire text, line by line, to correct spelling and grammatical errors.

Copy-edit all text throughout the paper for conciseness. Review sentence by sentence, and paragraph by paragraph. Delete unnecessary (or duplicative) words, phrases, or details (e.g. those already noted in tables) where possible to improve the final paper.

See notes written directly on paper

Formatting/Style Revisions (applies to all papers):

Title page and general format for the paper:

Add title page or add information to title page: Include student name, email address, mailing address, phone #, title of the paper, and which option # applies.

Add heading (e.g., Introduction) or subheading titles, using consistent font type, bold or non-bold, underlined or not underline text to convey distinction of sections (e.g., larger font or bold for major headings, smaller font bold or underlined plain text for subheadings)

Double space after each heading or subheading if not done already (e.g., Introduction)

Separate paragraphs consistently if not done already, either by the use of paragraph indentation or double-space between paragraphs (often easier to read for reviewers)

Paragraphs are sometimes/often lengthy, covering multiple topics or themes. Split up large paragraphs into smaller paragraphs which contain “like” themes or concepts.

Sentences are sometimes lengthy. Split up long sentences into shorter sentences

Use smallcase letters for drug names or drug classes, except to begin a sentence.

Paragraphs should be longer than 1 sentence. Try combining sentences with similar “themes” or topics to construct paragraphs

When using abbreviations, spell out the full term when first used within the paper, and use parenthesis to follow with the abbreviation. Ex: Acute coronary syndrome (ACS). *Please double-check if all abbreviations spelled out the first time used.*

Check for proper punctuation within sentences.

Avoid using “quotations” except where direct quotes are relevant to the paper. Try describing the information using your own words or paraphrasing to convey the concepts.

Double-check if this applies throughout the paper. Move all numbered or bulleted lists to either tables and/or appendices OR write out in full sentence, full

paragraph format. Give each Table and/or Appendix a number. Refer to each Table and/or Appendix by number where relevant within the text. Appendices are sometimes listed by letters (Appendix A), roman numeral (Appendix I), or number (Appendix 1).

_____ Rewrite text in full paragraph, full sentence format (throughout the paper).

_____ Move figures, tables, and/or diagrams from within the content. These documents should be placed separately at the end of the paper, following references.

_____ Other: *Remove any published tables, figures, or diagrams from the paper. Permission from the author is required to reproduce original published content.*

Tables: *Include short phrases or bullet points (instead of full sentences (sentences are appropriate for the main text of the paper)).*

Introduction and purpose sections (applies to all papers):

_____ **Add purpose paragraph** to the end of the introduction. Be clear and specific to the overall purpose of the paper. Describe what questions your paper is trying to answer.

Purpose statement: Write clear and specific purpose for content of the paper. Describe what questions your paper is trying to answer.

_____ **Move purpose paragraph** to the end of the introduction.

Double-check to make sure that references are cited by # to support facts and statements throughout introduction and other sections.

_____ Other:

Evaluation of studies section (applies to all papers):

Update the paper with any new relevant studies to the core topic of the paper prior to resubmitting the final revised paper.

Double-check to ‘copy-edit’ this section for conciseness. For example, remove minor details from the text that are already duplicated within the tables. Refer to the tables for information regarding detailed study design and findings. Goal: highlight the major findings and study design, and limitations in the evaluation section. *Examples of minor details that fit best in the tables are detailed inclusion/exclusion criteria, p values, and standard deviation #'s (except when important to ‘highlight’).*

_____ **REQUIRED:** Add tables which outline the design/findings of the studies reviewed (minimum: include at least 3 clinical trials in the evaluation section and tables).

_____ Add an “Evaluation of Studies” content section which reviews at least 3 clinical studies relevant to the topic of your paper (your choice of studies/focus). Refer to the tables within this section for the study details. Goal: highlight the major findings and study design, and limitations in full paragraph, full sentence format within the evaluation section.

_____ Tables or figures are difficult to read; edit for legibility and clarity.

Double-check tables: Avoid complete sentences and use bullet points/short phrases; the table should be concise and does not need to be totally inclusive. The most important data should be discussed in the text, but in general avoid restating all points /

data from the table. Don't repeat citations / study titles; use reference numbers instead. This will also reduce Turnitin similarity index.

Refer to each table and/or figure by number within the paper where relevant.

Place tables (and figures if included) at the end of the paper, after the references. Place each table on a separate page.

If appendices are included, place them after the tables and figures.

Give each table, figure, and/or appendix a specific title and refer by number within text (example: See Table 1).

Reformat tables in "landscape format" by saving in a separate word document.

TABLES- Delete reference citation titles from text and headings (unnecessary since the reference should be cited by number after the sentence punctuation, and the full citation is spelled out in the References section).

Shorten all subheadings within the evaluation section to a few words, up to one line of text if necessary (avoid using full citation titles as subheadings preceding evaluation of a specific study).

Check placement of reference citations throughout the paper. Cite the study reference for each key studied evaluated after the first sentence which initially describes the study within a section or paragraph. It is not necessary to repeat the reference citation for the related content that follows until referring back to the prior study after switching to describing reference information (cite each new reference when first mentioned in the text, generally at the end of the sentence or relevant content phrase).

Rewrite text in full paragraph, full sentence format.

If applicable: Delete "abstract" like format from within Evaluation section. For example, remove subheadings such as Results, Limitations, or Conclusions that apply only to one study within the Evaluation section (this format applies better to a paper about one study such as a journal club review). There should only be one "Conclusion" section for the paper. This section should be written in full paragraph, full sentence format.

Do not start a sentence with a number (write out the # or reword the sentence).

Other:

Clinical application or recommendations section (applies to all papers):

Add this section to follow the evaluation or critique section. Briefly summarize the key state of the art information that applies to your topic. These recommendations can be drawn from your evaluation as well as from consensus or practice guidelines on the topic where available.

Check to ensure that you have completed this component. Summarize the key state of the art information that applies to your topic. These recommendations can be drawn from your evaluation as well as from consensus or practice guidelines on the topic where available. Include reference to current practice guidelines that apply.

Other:

Conclusion (applies to all papers):

 X Double check to make sure your conclusion paragraph briefly answers your purpose statement, and the supporting evidence is included in the Evaluation section and tables.

_____ This section mainly contains discussion-type content rather than the “bottom-line” conclusions which are relevant to the purpose of the paper. Move discussion, specific evaluation, or speculative content into the more relevant section of the paper such as the evaluation, clinical recommendations, or discussion sections. Rewrite again after reviewing the purpose statement and the instructions for writing a conclusion section below.

 X The conclusion section should include brief, concluding statements **RELEVANT** and linking directly back to the purpose statement (generally 2-5 sentences which summarize the key findings relevant to the purpose statement).

_____ Move some of the more detailed, interpretive information to the critique or evaluation section, keep conclusions brief to answer your purpose statement as noted above.

_____ Move conclusion section to the end of the paper, before the references section.

Other Suggestions Regarding Revision of Content Scope, Evaluation, or Interpretations:

References:

_____ Place references by # on a separate page, with “major header” for References

 X After revising the paper, make sure to cite references in the order they appear in the text. (1) (2) (3), etc... This step is best done last, after the paper is finalized.

 X Check the tables to make sure that the clinical trials reviewed in the tables include the reference citation #. Also note the reference number where referred to within the text. Please delete full reference titles if present in this section (since the full reference citations should be included in the reference list).

 X Double-check your references to ensure that they follow the standard reference formatting such as NLM format (the format found in the AMA Manual of Style is also acceptable. See journals for examples of reference citations such as JAMA or NEJM. *Clinical Pharmacology* drug information resource also provides examples for standard referencing.

_____ Add additional references to strengthen the paper (or to meet minimum review of 3 studies for the evaluation section) _____

_____ Unbold titles within references; use standard AMA style as noted above.

_____ Add punctuation after each reference; use standard AMA style as noted above.

X RESUBMIT THE FINAL PAPER TO “turnitin” within 4 weeks of receiving feedback. Submit to the original assignment link for your paper; otherwise, you will have 100% similarity (compares to your own paper).

IMPORTANT ANNOUNCEMENT

All students must submit the final draft of the Capstone Paper into the “Turnitin” program by the deadlines announced by Dr. Zuest at the beginning of each semester (typically within 10-12 weeks prior to the expected graduation date). It is also required to mail one hard copy of the final Capstone paper plus the reviewer evaluation forms to Dr. Zuest (address on page 1). **The body of the paper, including title page, tables, and references should be included at a minimum when submitting into turnitin.** If the tables are within a separate document, these can be merged with the original document file for turnitin submission.

A file folder for submitting the final Capstone Papers is setup within the Sakai. Go to Eleanring and find the “CPI / Capstone Papers” site listed under ‘Ongoing Courses’. Then click on the ‘Assignments’ tab. Find the Turnitin assignment link to submit Capstone Papers. Resubmission is permitted. Submit first and final submissions at the same assignment link as described.

View the turnitin results prior to final submission. **A low overall similarity index (e.g., < 25%) is required for the overall report. This will result in a color code of green or blue. Yellow color may be acceptable, but is borderline possibly needing to “exclude bibliography” using the funnel shaped filter icon (described below).** The requirement for similarity index for individual reference resources is $\leq 2\%$ to avoid a pattern of ‘word for word’ similarity. When checking the report, click on the ‘funnel-shaped’ icon at the bottom right corner of the initial turnitin view page which appears after opening your report. Then check the box to “exclude bibliography”. This filter feature will provide the similarity index report after excluding the references. The report may take 24 hours to generate.

The revisions process is intended as a learning opportunity to ‘copy-edit’ and improve your paper, including appropriate citing of resource material (Turnitin will help you spot potential issues prior to the final submission). **Please email Dr. Markowsky at smarkow@ufl.edu after resubmitting the Final Capstone paper via turnitin to indicate that the turnitin report meets the specified criteria, the hard copy of the paper has been sent to Dr. Markowsky (with reviewer evaluation forms attached), and the paper is ready for final review.**