



***NORTHROP GRUMMAN***

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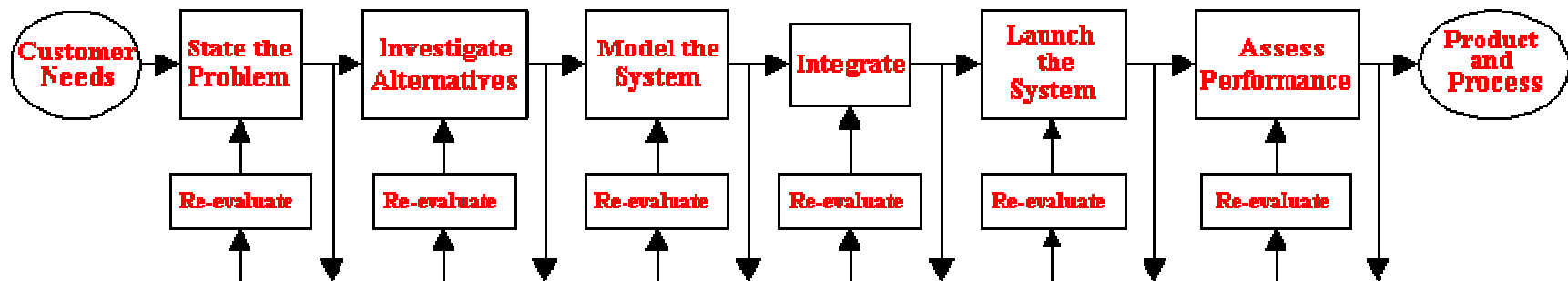
## **A Place for Peer Reviews**

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16 April 2009

# Current Case for Peer Reviews

- Academia
- Publications and journals (juried)
- Legal: inventions, patents
- System engineering: a basic standard (the evaluate and re-evaluate steps)

## The Systems Engineering Process



2 This figure is from Bahill and Gissing (1998).

# What Exactly is a Peer Review?

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- Review by a person/people familiar with—but not too close to—the discipline used to create the product
  - In academia, it is another student, someone of equal abilities
- Doesn't have to be written—may be conceptual
  - Can be a white paper or a formal deliverable
- Someone who is in the position to be honest, not a best friend or spouse

# Purpose of the Peer Review

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- Review the logic of an idea, concept, or written document
- Challenge the assertions, justifications, and rationale
- Based on the maturity of the document, provide feedback on the grammar, syntax, and organization
- Run it by someone else before the boss!

- Determine up front
  - What you want to know
    - An early review of a conceptual or rough draft may have fewer reviewers looking at broader concepts
    - A middle review might be focused on the structure of the document and how text interacts with figures
    - A later review includes all of the above—plus grammar, syntax, and
  - How you want the feedback
  - How many people you want for the review

# Peer Reviews at Various Writing Stages

Writing Stage	Reviewers	Focus	Product	Outcome
First Rough Draft	1 or 2	Concept, logic	Comment Discussion	Direction change
Second or Third Draft	2 or more	Text-figure flow	Comment Redline text	Tighten flow
Publication Ready	1 or 2	Grammar syntax	Redline text Comments	Grammar Minor fixes

# Possible Products

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- Reviewer “works” for you
  - direct their work to meet your needs
- Begin with the end in mind
- Provide the evaluation criteria or requirements
  - If too rough, don’t have reviewer look at grammar

- Forms (many examples on the internet)
- Comments
- “Red-lined” document
- Suggestions
- Others who can provide additional insight

# General Author Directions

- DOs

- Think of the review as a collaborative effort
- Listen to all comments (they took time...)
- Take time to understand the comments
- Be available to return the favor
- Thank the reviewer!

- DON'Ts

- Argue with the reviewer or justify your position
- Wait until the last minute to ask for a thorough review

# General Reviewer Directions

- DOs

- Set aside time to perform the task
- Use the evaluation criteria to focus your review
- Provide meaningful feedback that directs re-write
- Be available for follow up questions

- DON'Ts

- Accept the assignment if you can't, won't do it right
- Make vague comments
- Nit-pick
- Insert known personal biases

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