WPPD Senior Pharmaceutical Care (PC) Paper Evaluation

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. Zuest 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. Zuest by the next deadline for 2nd review; make sure to address any additional comments noted on the evaluation form)

Student Directions for submitting final Pharmaceutical Care Paper:

Revise paper for final submission. Refer to the checklist and attached evaluation form below for specific suggestions.

Submit THIS COVER PAGE, the attached FULL EVALUATION FORM including checklist, PLUS ONE COPY OF THE FINAL PAPER (PAPER COPY). It is recommended that you re-submit the final revised paper within 4 weeks of receiving feedback. The final packet must be received within 10-12 weeks prior to the anticipated graduation by Dr. Zuest at the College of Pharmacy:

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. Greg Zuest (NOTE NEW ADDRESS as of July 11, 2010)
College of Pharmacy/ WPPD
2124 NE Waldo Rd.
Suite 2201
Gainesville, FL 32609
352-273-6276
E-mail: zuest@cop.ufl.edu

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 PC Writing Papers
(option #1, #2, or #3 paper submitted between the 6th and 8th semester)

Student Name:  
Evaluator:  
Date:  

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

<table>
<thead>
<tr>
<th>Missing / Unacceptable</th>
<th>Poor</th>
<th>Fair/average</th>
<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>2</td>
<td>3</td>
<td>3.5</td>
<td>4</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Section | 0 | 2 | 3 | 3.5 | 4 | 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

Critique/Evaluation
1. Complete
2. Relevant to purpose
3. Accurate statement of facts
4. Tables outline relevant facts
5. Logical evaluation
6. Logically organized

Specific Suggestions for Revisions of the Paper:

_____ See notes written on paper.
<table>
<thead>
<tr>
<th>Section</th>
<th>0</th>
<th>2</th>
<th>3</th>
<th>3.5</th>
<th>4.0</th>
<th>4.5</th>
<th>5.0</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendations/</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>See Checklist attached</td>
</tr>
<tr>
<td>Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Complete</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Appropriate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>application</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Supported by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>evaluation above</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conclusions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>See Checklist attached</td>
</tr>
<tr>
<td>4. Answers the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>purpose statement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(intro)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Valid/logical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>interpretations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Supported by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>evaluation above</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Writing Style</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>See Checklist attached</td>
</tr>
<tr>
<td>7. Easy to read</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Easy to follow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Concise</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Structure-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>organized</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional suggestions for revisions:**

____ See notes written on paper.
CHECKLIST PRIOR TO SUBMITTING THE FINAL PC 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:

_____ X____ Copy-edit the entire text, line by line, to correct spelling and grammatical errors.
_____ X____ 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 (when paper is mailed back directly)

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

Appendices are sometimes listed by letters (Appendix A), roman numeral (Appendix I), or number (Appendix 1).

Permission from the author is required to reproduce original published content.

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 should be edited to be more clear and more specific as to the overall purpose 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.

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.

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.

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.

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:

Broad Review Article (only applies to option #1 papers):

REQUIRED FOR BROAD REVIEW Paper: Include the hypothetical journal targeted on the title page, and the author instructions for submission (see Jan. or Dec. issue). Follow the author checklist or instructions for the general formatting of the paper, including the abstract, title word count, spacing, and type of sections included in the paper.
Place abstract on separate page before introduction.

**REQUIRED for Broad Review Paper:** Add tables which review relevant clinical trials or other resource information relevant to broad topic review

Limit the length of the text by deleting the minor details from the text, and referring to tables for information regarding detailed lists or details of clinical study findings.

Edit text for conciseness throughout paper.

Move all numbered or bulleted lists to either tables and/or appendices. 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).

Other __________________________________________________________

**Practice Paper (only applies to option #2 papers):**

Consider including an optional section which qualitatively describes your experience with the practice topic related to the purpose statement. For example, describe practice strategies and resources implemented. What were the perceived improvements in pharmaceutical care? What were the challenges, obstacles, and limitations of the practice implementation? May title this section “Practice Experience”, "

**REQUIRED for Practice Paper:** Please check to make sure that the following is true for practice papers. Submitted papers should not include any institution-specific data or evaluative component; however; a qualitative description of a clinical or administrative practice implementation/plan may be described (see guidelines).

**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)

Other __________________________________________________________

**Conclusion (applies to all papers):**

**REQUIRED** 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.

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. 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.

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).

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.

Miscellaneous:

Other suggestions to improve the paper as noted below or written directly on paper.
SUBMIT THE FINAL PAPER TO “turnitin” within 10-12 weeks prior to the expected graduation date (successful submission required at least 10 weeks prior to graduation).

IMPORTANT ANNOUNCEMENT

All students must submit the final draft of the PC 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 PC 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 PC Papers is setup within the Sakai. This file folder is located within the WPPD Resource site. To locate this folder, start with the Sakai entry with your Gatorlink ID and passcode, then go to “WPPD Resources and Practice Experiences Site – WPPD”. Then find the Assignment section which contains the CPA and PC Papers assignments listings. Click on the Turnitin assignment for PC papers. You can submit multiple times (unlimited) to ensure that the paper meets the criteria listed below prior to notifying Dr. Markowsky that the final paper is ready to review. Please practice the submission and view the turnitin results to ensure final approval. A low overall similarity index (e.g., < 25%) with “green” color code is required for the overall report. The requirement for similarity index for individual reference resources is <= 2% to avoid a pattern of “word for word” similarity. When checking the report, click on the “Y” 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 make take 24 hours to generate.

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