Technical Review Checklist

This checklist MUST accompany the technically reviewed manuscript.

Project: _____
Author: _____
Project Editor: _____
Tech Reviewer: _____
Deadline: _____

For PPI Use Only

to TR: _____
inform AU: _____
from TR: _____
TR per contract: _____
inform EM: _____
to SE: _____
from SE: _____
TR invoice to EM: _____
TR to AU: _____
final from AU: _____

Please answer "yes" or "no" to each of the following statements, adding comments as necessary to qualify or expand your answer. Mark specific questions, corrections, and suggestions for improvement directly on the manuscript.

**** For item numbers 16, 17, and 18 place a check mark on the manuscript next to each calculation as you verify units and significant digits. Use a different color of ink for each numbered item. On this checklist, indicate which color of ink was used.**

For all manuscripts

( ) yes ( ) no 1. The Technical Reviewer recommends publishing this manuscript.
Comments: _____

( ) yes ( ) no 2. The author appears to know the subject.
Comments: _____

( ) yes ( ) no 3. The manuscript conforms to the NCEES specifications for the intended exam.
Comments: _____

( ) yes ( ) no 4. The engineering codes used match those required for the intended exam.
Comments: _____

( ) yes ( ) no 5. The information follows current engineering standards and practices.
Comments: _____

( ) yes ( ) no 6. The author uses common jargon, nomenclature, and industry-acceptable conventions.
Comments: _____

( ) yes ( ) no 7. The information is clearly presented.
Comments: _____

( ) yes ( ) no 8. All material taken from other sources appears to be properly cited.
Comments: _____

For manuscripts that contain example or practice problems

( ) yes ( ) no 9. The problems adequately cover the scope of exam topics specified by NCEES.
Comments:

( ) yes ( ) no 10. The problems are correctly grouped by topic.
Comments:

( ) yes ( ) no 11. The problems are appropriately difficult for the intended exam (i.e., within the scope of knowledge targeted by the exam).
Comments:

( ) yes ( ) no 12. The time needed to solve each problem is appropriate. (Average solution time should be 2 minutes for FE AM problems, 4 minutes for FE PM problems, 5 or 6 minutes for PE problems.)
Comments:

( ) yes ( ) no 13. The problems and solutions incorporate all necessary information and do not make unreasonable assumptions or unrealistic simplifications.
Comments:

( ) yes ( ) no 14. All solutions are clearly presented and don't involve extraneous steps.
Comments:

( ) yes ( ) no 15. A basic equation is presented before each new step of the solution.
Comments:

**( ) yes ( ) no 16. Significant digits used in problems, options and solutions are appropriate (generally 2 or 3 for options—enough to distinguish answer choices—but possibly more depending on the discipline).
Ink color used ( )
Comments:

**( ) yes ( ) no 17. All units are present in problem statement, options, and throughout the solution process.
Ink color used ( )
Comments:

**( ) yes ( ) no 18. All units cancel properly within each solution. Conversion factors are shown.
Ink color used ( )
Comments:

( ) yes ( ) no 19. All units, symbols and nomenclature follow Publisher's reference manual and industry conventions. Variables and subscripts are correctly cased (upper or lower) and styled (italic or roman).
Comments:

( ) yes ( ) no 20. All calculations are numerically correct.
Comments:

For manuscripts that contain illustrations and tables

(Note: These criteria also apply to figures, charts, graphs, and diagrams.)

( ) yes ( ) no 21. All of the problems and solutions that have illustrations and/or tables need them. (The illustrations/tables clarify the problems/solutions, are easy to understand, and provide relevant information).

Comments: _____

( ) yes ( ) no 22. All of the problems and solutions that need illustrations and/or tables have them.

Comments: _____

( ) yes ( ) no 23. The symbols and nomenclature used in the illustrations reflect those used in the problem and are appropriate to the industry/discipline.

Comments: _____

( ) yes ( ) no 24. The symbols and nomenclature used in the illustrations are consistent throughout the manuscript.

Comments: _____

Other Comments: _____