GRADING GUIDELINES FOR QUALITATIVE PAPERS

1. **Introduction**
   1.1. Is there a clear research question, with a solid motivation behind it?
   1.2. Is the research question interesting?
   1.3. After reading the introduction, did you find yourself motivated to read further?
   1.4. Do the authors motivate the paper/presentation with empirical evidence?
2. **Theory**
   2.1. Does the submission contain a well-developed and articulated theoretical framework?
   2.2. Are the core concepts of the submission clearly defined?
   2.3. Is the logic behind the hypotheses persuasive?
   2.4. Is extant literature appropriately reflected in the submission, or are critical references missing?
   2.5. Do the hypotheses or propositions logically flow from the theory?
   2.6. Is the analysis owned or borrowed?
3. **Method** (for empirical papers)
   3.1. Are the research approach and design appropriate for the research goal and were they appropriately applied?
   3.2. Is the sample, focus group or case study appropriate for the research goal?
   3.3. Is the data collection method well explained and consistent with the research approach and design?
   3.4. Is the interpretation of the data logical and clearly presented?
   3.5. Are the interviewees well cited and the interview settings clearly described?
   3.6. Are other sources of data properly selected and well accounted for?
4. **Results**
   4.1. Are the results reported in an understandable way?
   4.2. Are there alternative explanations for the results, and if so, are these adequately controlled for in the analyses?
5. **Contribution**
   5.1. Does the submission make a value-added contribution to existing research?
   5.2. Does the submission stimulate thought or debate?
   5.3. Do the authors discuss the implications of the work for the scientific and practice community?
   5.4. Does the submission make an original contribution?
6. **Formal aspects**
   6.1. Is the paper spell checked?
   6.2. Are direct and indirect citations correctly used?
   6.3. Are scientific journals, books, and textbooks cited?
   6.4. Are websites are restricted to relevant institutions (e.g. statistical offices)?
   6.5. Is the length criterion satisfied?
   6.6. Is the paper well written (paragraphs, lack of gaps, colloquial/journalist style avoided, etc.)

GRADING GUIDELINES FOR PRESENTATIONS

1. The content
 1.1. Motivation
 1.2. Research question
 1.3. Framework
 1.4. Analysis
 1.5. Results
 1.6. Contribution

2. The speaker
 2.1 Interaction with the audience (engaged the audience, looked at everyone?)
 1.1. Voice and body language
 1.2. Knew the script by heart (stared at the computer, notes or board?)
 1.3. Responses to questions (appropriate, friendly, respectful?)
 1.4. Timing

3. The slides
 3.1. Focus and structure
 3.2. Formalities (typos, font size, readability)
 3.3. Style (effects)