

## Rubric for determining editing level

	Poor (1)	Mediocre (2)	Good (3)	Very Good (4)	Excellent (5)
Oral Proficiency	<ul style="list-style-type: none"> <li>Can speak only simplest sentences with very simple vocabulary and still highly error-prone</li> </ul>	<ul style="list-style-type: none"> <li>Functional but frequent awkward and unnatural phrases and errors</li> </ul>	<ul style="list-style-type: none"> <li>Usually readily understood by native speakers, still some awkwardness and technical errors</li> </ul>	<ul style="list-style-type: none"> <li>Generally easy to understand by native speakers, but infrequent errors or non-native usage</li> </ul>	<ul style="list-style-type: none"> <li>Native or nearly so</li> </ul>
Written proficiency	<ul style="list-style-type: none"> <li>Difficulty producing clear, appropriate wording without help, common unnatural phrasing and technical errors</li> </ul>	<ul style="list-style-type: none"> <li>Functional but frequent awkward and unnatural phrases and technical errors</li> </ul>	<ul style="list-style-type: none"> <li>Usually readily understood, some awkwardness and/or technical errors</li> </ul>	<ul style="list-style-type: none"> <li>Generally easy to understand, but may have a few technical errors</li> </ul>	<ul style="list-style-type: none"> <li>Native or nearly so</li> </ul>
Writing experience	<ul style="list-style-type: none"> <li>No prior peer-reviewed publications as first/corresponding author</li> <li>none or few as contributing author</li> </ul>	<ul style="list-style-type: none"> <li>1 prior peer-reviewed publication as first/corresponding author</li> <li>few to many as contributing author</li> </ul>	<ul style="list-style-type: none"> <li>2-3 articles written and published as first/corresponding author</li> </ul>	<ul style="list-style-type: none"> <li>4-5 articles written and published as first/corresponding author</li> </ul>	<ul style="list-style-type: none"> <li>6 or more articles written and published as first/corresponding Author</li> </ul>
Logical communication (independent of English fluency)	<ul style="list-style-type: none"> <li>Don't know if the organization of ideas within sentences, within paragraphs, and within sections is clear and logical</li> <li>I know it is poor</li> </ul>	<ul style="list-style-type: none"> <li>Organization of ideas within sentences, paragraphs, and sections needs considerable work</li> </ul>	<ul style="list-style-type: none"> <li>Organization of ideas within sentences, paragraphs, and sections is just OK or so-so</li> </ul>	<ul style="list-style-type: none"> <li>Fairly confident that the organization of ideas within sentences, paragraphs, and sections is mostly clear and logical</li> </ul>	<ul style="list-style-type: none"> <li><b>Certain</b> that the organization of ideas is clear and logical throughout a whole manuscript</li> </ul>
Document organization	<ul style="list-style-type: none"> <li>Don't know whether I write in accordance with proper scientific organization</li> <li>Know that my papers would benefit from reorganization</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes/often have trouble meeting word length restrictions and/or question where in papers to put some aspects of the information</li> </ul>	<ul style="list-style-type: none"> <li>Generally know what information belongs where, but have never formally learned about proper scientific paper organization</li> </ul>	<ul style="list-style-type: none"> <li>Generally know what information belongs in which section</li> <li>Believe I include all necessary information and do not repeat ideas unnecessarily</li> </ul>	<ul style="list-style-type: none"> <li><b>Certain</b> that I know what information belongs in which section</li> <li><b>Confident</b> that I include all necessary information and do not repeat ideas</li> <li>know 'IMR(a)D' format</li> </ul>
Familiarity with scientific format and style	<ul style="list-style-type: none"> <li>No previous experience with scientific style &amp; formatting</li> </ul>	<ul style="list-style-type: none"> <li>Don't know if I use correct style and formatting (or I know I don't)</li> </ul>	<ul style="list-style-type: none"> <li>Have some idea of correct style and formatting but not certain how to apply it consistently</li> </ul>	<ul style="list-style-type: none"> <li>Probably use correct style and formatting in accordance with publishers' expectations</li> </ul>	<ul style="list-style-type: none"> <li><b>Confident</b> that I use correct style and formatting in accordance with publishers' expectations</li> </ul>
Proficiency with table and figure making	<ul style="list-style-type: none"> <li>The editor should improve the organization and/or formatting of my tables, and also improve my figures for me</li> </ul>	<ul style="list-style-type: none"> <li>The editor should improve the organization/ and/or formatting of my tables, and also advise me on how to improve my figures myself</li> </ul>	<ul style="list-style-type: none"> <li>The editor should improve the organization and/or formatting of my figures/tables, but my tables/figures are fine as is</li> </ul>	<ul style="list-style-type: none"> <li>I think make good enough tables and figures</li> <li>The editor should not spend time on them</li> </ul>	<ul style="list-style-type: none"> <li>All tables and figures are properly formatted and conform to established publication standards</li> </ul>

**Total score/recommended editing level:**

**7–14: Elite**

**14–21: Advanced**

**21–28: Regular**

**28–35: Light**