Rejoinder Document Preparation Guideline

Software Engineering Seminar WS 2012/13

This guideline is prepared to give hints on how to prepare a rejoinder document.

1. Objective of rejoinder document

The main purposes of the rejoinder document are the following:

- To document those comments of the reviewers that raises some issues in the seminar report and requires authors attention

- Documenting the action taken by the author to address each of the reviewer's comment and if no action taken for a specific comment, stating the motivation/rational for this.

With the help of rejoinder document, the supervisor will be able to check easily what comments the reviewers made on the student's seminar paper and how he/she address those comments in his/her final report.

[Note that, in the rejoinder, you don't have to document every change you made in your seminar paper after your first submission. You just have to address the issues related with reviewer's comments.]

2. Rejoinder document preparation process

Students can follow the following steps to prepare the rejoinder document:

1. Input: Review report from two other students

2. Making the rejoinder document:

   a. See the template and example of preparing rejoinder document in the seminar website.

   b. Read the reviewer reports and identify the comments that raise some issues in your report and require improvement. Contact with the respective reviewers if you need clarification for any particular comment.

   c. Think how you can address the issues raised by the comments of the reviewers. If you don't address an issue raised by a comment, think about the motivation/rational (e.g. out of scope, purpose/goal was different) behind it.

   d. Document the reviewer's comments and the description of action taken by you or motivation of not taking any action

3. Output: Rejoinder document

4. Submission: Submit the rejoinder document along with the final revised version of the seminar paper by 11th July 11:59 to your supervisor and Moinul Islam.

3. Structure and content

You can use the 'rejoinder template' given in the seminar website to structure your rejoinder document. You can also structure the document in your own style. The suggested sections for the rejoinder document are as follows:

- Section 1 ("Introduction"): Here, you mention the seminar paper title/author name and reviewer's name and how you organized/structured the document.

- Section 2 ("Rejoinder for 'reviewer 1' review report"): Here, you document the comments from reviewer 1, description of actions taken or not taken by you (see the detail description of the content below).

- Section 3 ("Rejoinder for 'reviewer 2' review report"): Here, you document the comments from reviewer 2, description of actions taken or not taken by you (see the detail description of the content below).

Section 2 and section 3 mentioned above should have the following contents:

1. Reviewer's comments: All the comments identified in the review reports that raise some issues in the seminar report and need attention or improvement. (You can mark the comments in the review reports with some ID for your own convenience). You don't need to write those comments where author praised something about your report.

2. Action taken: For each of the identified comments, state exactly which of the following actions you took to address the issues raised by the respective comment:

   a. Fix: i.e. the reviewer's comment identified an issue and is corrected in the final paper

   b. No Fix: i.e. the reviewer comment identified an issue but is *not* corrected in the final paper. In this case, give your motivation/rationale for this.

   c. Not valid: If the reviewer comment is proven to be wrong.

3. Description of the action: Elaborates the action taken by you or give motivations for not correcting an issue identified by the reviewer.