

# Sample Letters for Research Chairs

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## *Paper Judges Letter (send to selected paper judges)*

March 12, 1999

Dear Colleague,

I'm writing to ask your assistance in reviewing papers for the Mass Communication & Society Division's paper competition for AEJMC's annual convention, which will be held Aug. 17 in New Orleans.

My plan is to have enough judges so that no one will have to read more than three papers. This way we can still have each paper reviewed by three judges. I've found that the fewer papers each reviewer has, the higher the quality of feedback to the authors.

The paper deadline is April 1, and I'd like to be able to send out acceptance letters no later than May 10, to give presenters sufficient time to make travel plans (and find reasonable air fares). So I hope to get the papers to you by April 12, and ask that you fax (not mail) your evaluation sheets to me by April 27.

Do you think you'll have time to read and evaluate three papers in those 15 days in late April? If so, thanks a million, and don't bother to reply at this time. I'll be sending you some papers soon.

If you don't think this is a good month, or semester, or year, for you to be judging papers, please let me know immediately. Either call me at (812) 855-1708 and leave a message, or e-mail me at [pvoakes@indiana.edu](mailto:pvoakes@indiana.edu). My experience has been that coordinating a paper competition is a challenging and rewarding experience, with obvious dividends in the fruitful research sessions that result at the conference. But it can become a nightmare if people who are sent papers to review don't review them. A last-minute scramble to find reviewers inevitably diminishes the quality of the reviewing.

So please help me to avoid that situation, by letting me know now, or certainly no later than April 1, if you cannot review.

Most of you have judged papers for the Mass Comm. & Society Division in the past (some of you for the past several years), and your help is deeply appreciated. Let's continue this division's tradition of well-reviewed papers and strong research panels.

I'll be in touch!

Sincerely,

**Paul S. Voakes Research Chair, Mass Communication & Society Division**