

Checklist for Reviewing a Manuscript

CONTENT

Purpose and Interpretation

- Is the overall purpose of the paper and /or central question clear?
- Does the interpretation of the findings answer the overall question of the paper?

Support

- Is there sufficient evidence to support the answer/conclusion?
- Is every paragraph and sentence in the paper relevant to the overall question?
- Are there portions of the text that could be omitted?

Overall

- Does the paper advance the field?
- Does it provide interesting and important insights into the topic of interest?
- Have power positions been considered (*especially in the Introduction, Results and Discussion*)?

Individual Sections

Title:

- Is the title strong?

Introduction:

- Does the Introduction clearly state the overall question of the study?
- Does the question follow the unknown?
- Are all elements (*known, unknown, question, experimental approach*) clearly signaled?
- Has the topic been reviewed?

Materials and Methods:

- Have the experiments/ sampling schemes been adequately described?
- Are the Methods detailed enough that the study can be repeated by someone else?

Results:

- Has the main finding been clearly presented?
- Are there errors in factual information, logic, analysis, statistics, or mathematics?
- Are all Tables and Figures explained adequately?

Discussion:

- Has the overall interpretation of the results been clearly stated?
- Did the writer adequately summarize and discuss the topic?
- Has a clear conclusion been provided?
- Does the evidence of the data support the conclusion?

Abstract:

- Does the Abstract adequately summarize the paper?
- Have all necessary elements been included (*question, experimental approach, results, conclusion*)?
- Is the Abstract concise?

ORGANIZATION

Overall Organization

- Is the overall organization of the paper clear and effective?
- Are there unclear portions?
- Could the clarity be improved by changes in the order of the paper (e.g., paragraphs)?
- Does the language seem appropriate for its intended audience?

Individual Sections

Introduction:

- Does the Introduction following a funnel structure (general → specific)?

Materials and Methods:

- Are experiments organized logically?

Results:

- Is the main finding presented in the first paragraph?
- Are all Tables and Figures labeled properly?

Discussion:

- Is the overall interpretation of the results stated in the first paragraph?
- Is the significance stated in the last/concluding paragraph?
- Is the Discussion ordered in a way that is logical, clear, and easy to follow?

References and Literature Cited:

- Have references been cited where needed?
- Are sources cited adequately, appropriately, and accurately?
- Are all the citations in the text listed in the Literature Cited section?

STYLE AND COMPOSITION

- Are the transitions between sections and paragraphs logical?
- Are the key words repeated exactly?
- Are the paragraphs and sentences cohesive?
- Has word location been considered?
- Are there any grammar, punctuation, or spelling problems?
- Is the style concise?
- Are there any wordy passages?
- What other problems exist?

OVERALL QUALITY

What are the paper's main strengths?

What are the paper's main weaknesses?

What specific recommendations can you make concerning the revision of this paper?