EXCELLENCE in Peer Review

Taylor & Francis
Reviewer Training
Network

PEER REVIEW CHECKLIST

FIRST READ-THROUGH

☐ Is it clear what the authors want to communicate and the direction of the manuscript?

☐ Is it reporting original research or is it another type of article? How does this change your report?

☐ What contribution does the article make to the field of study?

☐ Is the manuscript original?

☐ Is the overall study design and approach appropriate?

☐ Are you concerned about the language? Are revisions needed to make it possible to review?

DETAILED REVIEW – RESEARCH ARTICLES

TITLE

☐ Does it express clearly what the manuscript is about?

☐ Does it highlight the importance of the study?

☐ Does it contain any unnecessary description?

ABSTRACT

☐ Is it a short and clear summary of the aims, key methods, important findings and conclusions?

☐ Does it include enough information to stand alone?

☐ Does it contain unnecessary information?

INTRODUCTION

☐ Does it clearly summarize the current state of the topic?

☐ Does it address the limitations of current knowledge in this field?

☐ Does it clearly explain why the study was necessary?

☐ Does it clearly define the aim of the study and is this consistent with the rest of the manuscript?

☐ Is the research question clear and appropriate?

METHODS

☐ Are the study design and methods appropriate for the research question?

☐ Is there enough detail to repeat the experiments?

☐ Is it clear how samples were collected or how participants were recruited?

☐ Is there any potential bias in the sample or in the recruitment of participants?

☐ Are the correct controls/ validation included?

☐ Are any potential confounding factors considered?

☐ Has any randomization been done correctly?

☐ Is the time-frame of the study sufficient to see outcomes?

☐ Is there sufficient power and appropriate statistics?

☐ Do you have any ethical concerns?

RESULTS

☐ Are the results presented clearly and accurately?

☐ Do the results presented match the methods?

☐ Have all the relevant data been included?

☐ Is there any risk of patients or participants being identified?

☐ Is the data described in the text consistent with the data in the figures and tables?

DISCUSSION AND CONCLUSION

☐ Do the authors logically explain the findings?

☐ Do the authors compare the findings with current findings in the research field?

☐ Are the implications of the findings for future research and potential applications discussed?

☐ Are the conclusions supported by the data presented?

☐ Are any limitations of the study discussed?

☐ Are any contradictory data discussed?

TABLES AND FIGURES

☐ Are data presented in a clear and appropriate manner?

☐ Is the presentation of tables and figures consistent with the description in text?

☐ Do the figure legends and table headings clearly explain what is shown?

☐ Do the figures and tables include measures of uncertainty, such as standard error or confidence intervals, where required as well as the sample size?

☐ Do you have any concerns about the manipulation of data?

REFERENCES

☐ Are there any key references missing?

☐ Do the authors cite the initial discoveries where suitable?

☐ Are there places where the authors cite a review but should cite the original paper?

☐ Do the cited studies represent current knowledge?

FINAL CHECKS – BEFORE YOU SUBMIT YOUR REPORT

- ☐ Have you given a brief summary of the article and highlighted the key messages?

- ☐ Have you given positive feedback as well as constructive criticism?

- ☐ Have you made it clear which of your concerns are major (significant points, essential for publication) or minor (smaller issues, may not be essential for publication)?

- ☐ Are your concerns specific, with examples where possible?

- ☐ Have you numbered your comments and referred to page/ line numbers in the article to make it easy for the authors to address your points?

- ☐ Is your feedback constructive, and focused on the research?

- ☐ If you were the authors, would you understand how to improve the manuscript?

- ☐ If you were the Editor, would the comments be detailed enough to help you make a decision?

- ☐ Have you checked the spelling and grammar in your report?

- ☐ Have you included your comments in the correct places in the online system – checking that any confidential comments for editors are in the right place – and have you answered all the questions?

PEER REVIEW OF NON-RESEARCH ARTICLES

Many of the same questions will be relevant to all articles. However, articles which do not present original research are unlikely to have a methods section and results but may be more focused on the discussion of a topic. Check the article type and journal requirements if you are unsure.

Here are some questions to consider for some non-research article types.

SYSTEMATIC REVIEWS

☐ Are the search terms and inclusion/ exclusion criteria clearly described?

☐ Are the search terms and criteria correct to ensure all the relevant articles are included?

☐ If a meta-analysis has been done, were previous studies combined appropriately?

CASE REPORTS

☐ Does the diagnosis appear to be correct?

☐ Was the treatment reasonable for the diagnosis?

☐ Are the treatment and outcomes clearly described?

☐ As far as possible, is the patient anonymous?

☐ Are the conclusions reasonable and not attempting to generalize to wider population?

METHODOLOGY ARTICLES

☐ Is the new method clearly described?

☐ Is it possible to replicate the new method?

☐ Is there a rationale for why the new method is needed?

☐ Is the new method compared to existing approaches?

☐ Usually there should not be any experimental results, other than to demonstrate the utility of the methods.

REVIEW ARTICLES

☐ Is there any content which has been previously presented in a review?

☐ Does it focus on recent advances in research?

☐ Is it a balanced and unbiased overview of current understanding?

☐ Are any recent or important references missing?

☐ Is it too focused on the author's own research?

☐ Is the interpretation and presentation of results of previous studies accurate and precise?

☐ Has it a valuable contribution to the research field?

☐ Is it understandable for non-expert readers?

OPINION ARTICLES (also called Editorials or Commentaries)

☐ Does the article add to the discussion on a research topic?

☐ Is the opinion of the author well-argued?

☐ Is the opinion based on current knowledge, or if it makes a big leap from current knowledge then is this logical? What supports the opinion presented?