

Quick Reference Links: *[Author Instructions & Language Guidance](#) *[Reviewer instructions](#)

First Pass

- ☐ Importance/Relevance
- ☐ Quality of Methods, Analysis, Writing

Overview to Author

- ☐ Succinct summary of article
- ☐ Importance of study/topic, originality of study and appropriateness for journal audience
- ☐ Highlight main strengths and weaknesses
- ☐ Include any major overarching feedback

Overview to Editor

- ☐ Summary on your opinion of article, including importance, originality, methodology, writing, and journal fit
- ☐ Reasoning behind ultimate decision recommendation

Title/Abstract

- ☐ Title accurately reflects main topic/message of manuscript
- ☐ Abstract provides clear picture of study, main findings and implications
- ☐ Abstract can stand alone
- ☐ Results accurately reflect those reported in manuscript

Introduction

- ☐ Authors provide clear presentation of what they are trying to do and why the study is being done
- ☐ Authors frame issue background, literature gaps, and make the case for the need for their study
- ☐ Study aims/purpose/hypothesis clearly stated

Methods

- ☐ Study design/methods clearly stated and understandable/replicable
- ☐ Outcomes clearly stated and methods appropriate to answer research questions/hypotheses
- ☐ Analytical/statistical plan described with clarity, and appropriate for research questions/hypotheses
- ☐ IRB approval

Results

- ☐ Are results presented clearly and objectively?
- ☐ Are results aligned with hypotheses and outcomes stated in the methods section?
- ☐ Is statistical significance distinguished when present?

Tables/Figures

- ☐ Are tables/figures clear, easy to interpret and can stand alone?
- ☐ Do tables/figures reflect key findings, and complement but not repeat text?

Discussion

- ☐ Are the most important findings of the study clearly stated?
- ☐ Are the most important findings placed in context of the current literature, generalizability, implications for policy/practice, future research, etc?
- ☐ Are limitations adequately explored?

Conclusion

- ☐ Are the conclusions meaningful, supported by the results, and not too much of a reach?
- ☐ Are suggested future directions supported by study findings?
- ☐ Do the authors consider the implications of their work for their target audience?