

Peer Review Checklist

Tips for new reviewers



When you're invited to review a manuscript

- Confirm the manuscript is in your area of expertise
- Make sure you have enough time
- Check for competing interests



When you're reading the manuscript

- Identify the research question and key claims
- Think about context and related literature
- Look at the figures and tables. Are they clear? Do they represent what the study is about?
- Examine the results. Are they supported by the data?
- Read the conclusions. Do they make sense?
- Check the methods. Are they appropriate and reproducible?
- Review the journal guidelines and publication criteria
- Keep everything confidential!



When you're writing the review

- Start with a summary of the research
- State your overall impression
- Number your comments and separate them into "major" and "minor" issues
- Give concrete examples
- Refer to specific sections and page numbers
- Don't focus on spelling and grammar
- Be professional and respectful
- Indicate if you're available to look at the revised version
- Include positive feedback too!
- Finish on time



Want more reviewing tips? Visit reviewers.plos.org

Content is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/)