CHECKLIST FOR REFEREE

1. Approaching a Review

- Check for journal guidelines
- Understand the aims and scope of the journal
- Check the peer review site

2. Scan to familiarise yourself with the paper

- Abstract
- Headings and structure
- Style of writing
- Figures & tables

3 - First detailed read

- Structure
- Originality
- Overall quality
- Readability
- Headline questions and concerns
- Revision Suggestions

4 – Second detailed read

- Smaller issues
- Grammar and typos
- Appropriate references

5 - Concluding statement

- Key positives
- Key shortcomings
- Main areas for revision
- Potential contribution to the field

6- Abstract: at first glance

- Does this article match your area of expertise?
- This is a summary of the article

7- Abstract: what to comment on

- Does the main article match the abstract?
- Is the aim/research question clear?
- Is the methodology outlined?
- Do results and conclusions align with the aim?
- Does the title convey the main idea?

8- Title: at first glance
• Does it contain the key features?
• Does it sound interesting?
• Is it an accurate representation of the paper?

9- References: at first glance
• Are the references relevant?
• Are the references current?
• Are the references cited correctly?
• And any major references missing?

10- Summary
• Balanced criticism and professionalism
• Considered how we are qualified and capable
• Checked journal requirements and goals
• Introduced a 4-step method for review
• Began reviewing a paper