Completing your review in 10 Steps

1. Begin your review
   - Check the journal's reviewer guidelines

2. Read the paper and note any concerns, areas for improvement, and things that you find unclear
   - Check declaration statements, e.g., ethical approval, competing interests, data availability, etc.

3. Evaluate the reporting quality, study reproducibility, and limitations

4. Divide comments into major (might impact results/conclusions) or minor (other points for improvement)
   - Provide clear, professional, and constructive comments, consider using existing review templates

5. Be specific and support any requests with evidence and examples

6. Submit your review!
   - Consider signing your review and having it published, e.g., if the journal allows you to opt in for transparent review
   - Re-read to ensure clarity and professionalism; if requested, recommend acceptance, revision, or rejection

Raise any ethical concerns, or competing interests related to your review, as confidential comments to the editor

For more information, visit www.ease.org.uk