

WHAT TO CONSIDER WHEN ASKED TO PEER REVIEW A MANUSCRIPT



YOU RECEIVE A REVIEWER INVITATION FROM A JOURNAL

IS IT A JOURNAL YOU KNOW?  
Otherwise, for guidance see:  
[ThinkCheckSubmit.org](http://ThinkCheckSubmit.org)



Is the journal legitimate?



DECLINE INVITATION

You may want to let the journal know not to contact you again.

READ THE INSTRUCTIONS FOR REVIEWERS PROVIDED BY THE JOURNAL

Consider the review model of the journal and the evaluation criteria given.



Do you understand and accept the review model and policies?



DECLINE INVITATION

You may want to give the reason and/or suggest other potential reviewers.

Consider any potential conflicts of interest – professional, personal or financial – and check the journal's COI policy.



Is author information provided?



Contact the Editor or Editorial Office and if confirmed,

DECLINE INVITATION



Do you have any conflicts of interest?



Contact the Editor or Editorial Office and discuss how potential COIs will be minimized; otherwise

DECLINE INVITATION



If the journal uses double-blind review, do you have a good idea who the likely authors are?



Check the title and abstract provided; do you have any conflicts of interest?



Consider if you have the necessary expertise and time to complete the review.



Check the title and abstract provided; are you able to sufficiently assess the manuscript?



Contact the Editor or Editorial Office and discuss if they want you to check only a particular aspect of the manuscript; otherwise

DECLINE INVITATION



Can you make the deadline requested by the journal?



Check with Editorial Office whether an extension is feasible; otherwise

DECLINE INVITATION



ACCEPT THE INVITATION