What to consider when asked to peer review a manuscript

- Not all requests to review are from legitimate journals. If you do not know the journal, check for further guidance at Think. Check. Submit.
- Is the journal legitimate?
- Yes
- No
- Read the instructions for reviewers provided by the journal, including any guidance on the use of AI tools for reviewing.
- Do you understand and accept the review model and policies?
- Yes
- No
- Is author information provided?
- Yes
- No
- Consider the review model of the journal and the evaluation criteria given: https://b.link/peer-review-toolkit
- Is there a potential conflict of interest — professional, personal or financial — and check the journal's conflict of interests policy. Refer to COPE guidance ‘Ethical guidelines for peer reviewers’ https://doi.org/10.24318/cope.2019.1.9
- Consider if you have the necessary expertise and time to complete the review.
- Additional considerations: Sharing reviews with students or colleagues can be a good mentoring opportunity, but should not be done without the permission of the editor. Reviewers should not agree to write an editorial or perspective on the article without the editor's permission. For more information refer to the COPE discussion document on ‘Handling competing interests’ https://doi.org/10.24318/ElTeSLhp
- Check the title and abstract provided; do you have any conflicts of interest?
- Yes
- No
- If the journal uses double anonymised review, do you have a good idea who the likely authors are?
- Yes
- No
- Do you have any conflicts of interest?
- Yes
- No
- Check the title and abstract provided; are you able to sufficiently assess the manuscript?
- Yes
- No
- Can you make the deadline requested by the journal?
- Yes
- No

Decline invitation
- You may want to let the journal know not to contact you again.
- Contact the editor or editorial office and discuss if they want you to check only a particular aspect of the manuscript; otherwise
- Accept the invitation

Version 2: April 2024.