

Journals rely on peer reviewers as a cornerstone of a paper's evaluation. Peer reviewing involves critical appraisal of each submission and is a service to the discipline.¹⁻³ The goal of peer review is to improve the quality of a paper.¹⁻⁵

General Comments:

Succinct summary of review.
Is the writing clear and organized?
Is the manuscript relevant to academic family medicine?
Are any of the facts stated incorrect?
Is all important material included?

Considerations by Section:

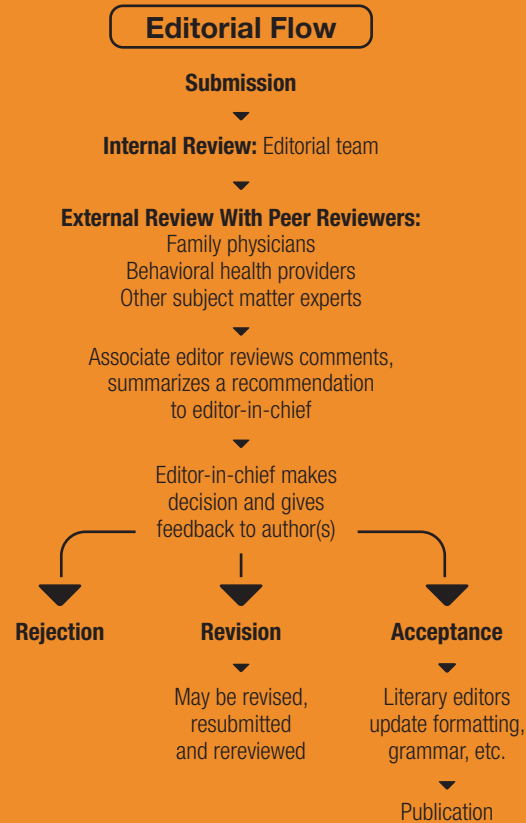
Title: Does it describe the paper well? Does it hook the reader?
Abstract: Does it summarize the article well?
Introduction: Does it include a rationale? Is pertinent literature included?
Methods: Can they be reproduced? Did the authors collect a representative sample? Did they account for diversity in their sample? Do the statistics make sense?
Results: Are the results presented clearly, concisely, and accurately?
Discussion/Conclusions: Are they supported by the results? Any inappropriate or overstated conclusions?
References: Are they current and relevant? Are pertinent articles missing?
Tables/Figures: Do they add value to the manuscript and represent the data concisely and accurately?

Other Comments:

Are there specific areas of concern?

Reviewer Recommendation to Editor:

Accept	Major Revision
Minor Revision	Rejection



Peer-Review Best Practices:

- Review structure can vary. One method is to arrange comments by section, starting with overall comments. Another is to use bullet points or numbered lists to identify areas of concern.
- Comments to editor are NOT shared with the author and can provide a venue to share feedback about the paper that you do not want the author to see.
- Editors appreciate specific feedback when possible. Why do you recommend acceptance, revision, or rejection? Can you give examples?
- Consider reviews as a form of mentorship for authors. The goal is to improve this and future submissions.¹
 - Be constructive, honest, fair, and polite.⁴
 - Recusing yourself as a reviewer is appropriate if concern for inability to provide professional feedback or a conflict of interest.⁴
- Comment on the originality and usefulness of the manuscript for the readership.²
- Evaluate manuscripts confidentially.^{2,4}
- Complete the review in a timely manner.^{1,2,4,5}
- Recommending rejection is okay.²
 - Some manuscripts do not meet criteria for publication.
 - When in doubt, ask yourself, "can my concerns with this manuscript be rectified with a revision?" If the answer is no, consider recommending rejection.
- Completing peer reviews is a great way to learn critical appraisal and improve writing skills.

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