

Peer Review Checklist

We have created this checklist to guide you in peer-reviewing a manuscript. This list is not exhaustive.



Introduction

This checklist outlines the requirements that all manuscripts must meet before being considered for publication. It is crucial to review each point on the list before submitting a reviewer report. If any requirements are not met, the authors must address them before proceeding with publication.

This guide is not exhaustive, and reviewers must thoroughly understand the manuscript before making a recommendation.

If you have any concerns or need clarifications that can be addressed by a revision, please include them in your report. The report will be sent to the authors for their consideration. However, if you have more serious concerns that you think should be raised directly to the editor, please provide them in the confidential notes section. In case you have any research integrity concerns, please reach out to our dedicated team (publications@icrp.org.uk). They can provide you with expert advice.

All manuscripts

First look

- The content of the manuscript is communicated clearly and appropriately.
- The manuscript is in scope for the journal.
- The manuscript addresses a valid research question.
- The language is suitable for the journal.

Section	Points to Ponder
Abstract, title, and references	<ul style="list-style-type: none">• Is the aim clear?• Is it clear what the study found and how they did it?• Is the title informative and relevant?• Are the references:<ul style="list-style-type: none">• Relevant?• Recent?• Referenced correctly?• Are appropriate key studies included?
Introduction/ background	<ul style="list-style-type: none">• Is it clear what is already known about this topic?• Is the research question clearly outlined?• Is the research question justified given what is already known about the topic?
Methods	<ul style="list-style-type: none">• Is the process of subject selection clear?• Are the variables defined and measured appropriately?• Are the study methods valid and reliable?• Is there enough detail in order to replicate the study?
Results	<ul style="list-style-type: none">• Is the data presented in an appropriate way?• Tables and figures relevant and clearly presented?• Appropriate units, rounding, and a number of decimals?• Titles, columns, and rows labelled correctly and clearly?• Categories grouped appropriately?• Does the text in the results add to the data, or is it repetitive?• Are you clear about what is a statistically significant result?• Are you clear about what is a practically meaningful result?
Discussion and Conclusions	<ul style="list-style-type: none">• Are the results discussed from multiple angles and placed into context without being overinterpreted?• Do the conclusions answer the aims of the study?• Are the conclusions supported by references or results?• Are the limitations of the study fatal or are they opportunities to inform future research?
Overall	<ul style="list-style-type: none">• Was the study design appropriate to answer the aim?• What did this study add to what was already known on this topic?• What were the major flaws of this article?• Is the article consistent within itself?

Language and length	<ul style="list-style-type: none"> • The article should follow the stylistic requirements stated on the Journals webpage. • The length of the article should not exceed 8000 words. • The English of the article should be near native and preferably checked by a native speaker. • Errors in spelling and grammar should be corrected by the authors.
---------------------	---

The below lists show additional items that could be considered, depending on article type

Research articles

- The research question is valid.
- The methods and study design are appropriate for answering the research question.
- The reporting of methods, including any equipment and materials, is sufficiently detailed so that the research can be reproduced.
- It is clear how samples were collected/how participants were recruited. Any potential biases are clearly presented and discussed.
- All experiments have appropriate controls.
- All statistical tests are used appropriately and correctly reported.
- The results are presented clearly and accurately.
- All conclusions are supported by the data presented.
- The conclusions are presented in the context of existing knowledge.
- All significant limitations are clearly presented and discussed.

Review articles

- The review is a balanced and unbiased overview of current understanding and knowledge.
- All key references are included, with no clear omissions of essential references that are required to support statements in the manuscript.
- A wide range of source literature is assessed, with no focus on any particular researcher (including the authors themselves).
- The interpretation and presentation of any results from existing publications are accurate and precise.

Case reports/case series

- The study is suitable for the case report article type. A case report should present no more than 3 individual cases, while a case series can be used to present larger numbers.
- The patient(s) clinical presentation and diagnosis are clearly presented.

- Any treatments are clearly detailed, and clinical outcomes are clearly described.
- The patient(s) are sufficiently anonymised and any potentially identifiable information provided is consistent with the consent statement provided.
- The conclusions are specific to the context of the case(s) presented and do not attempt to make more generalised conclusions for which an alternative study design would be required.

Reporting guidelines

ICRP does not mandate the use of reporting guidelines by authors, however, we encourage reviewers to use relevant reporting guidelines to help assess the submission. The [EQUATOR](#) Network provides clinical guidelines, while [FAIRsharing](#) lists clinical and general science guidelines. We particularly encourage the use of:

- [CONSORT](#) for randomized controlled trials.
- [TREND](#) for non-randomized trials
- [PRISMA](#) for systematic review and meta-analyses
- [CARE](#) for case reports.
- [STROBE](#) for observational studies.
- [STREGA](#) for genetic association studies
- [SRQR](#) for qualitative studies
- [STARD](#) for diagnostic accuracy studies
- [ARRIVE](#) for animal experiments.

If you have questions about a manuscript you are reviewing, please direct them to your Editorial Assistant, or contact publications@icrp.org.uk.