

MANUSCRIPT REVIEW CHECKLIST

Article title: _____

Author: _____

Reviewer: _____

Review Date: _____

Review Checklist

Use the following scores to critique the manuscript.

Score	Description
1 = Absent	The element is absent from the article and needs to be included.
2 = Needs Revision	The element is present but needs revision.
3 = Satisfactory	The element is present and may be acceptable even though it does not completely follow the standards.
4 = Good	The element is present and consistent with the standards.
5 = Excellent	The element is present, consistent with the standards, and is of a remarkable/outstanding quality.
NA = not applicable	The element is not relevant to this article.

Category	Criteria	1-Absent	2-Revise	3-Satisfactory	4-Good	5-Excellent	NA

Category	Criteria	1-Absent	2-Revise	3-Satisfactory	4-Good	5-Excellent	NA
Introduction	Describes the disease/event investigated/communicated						
	States the rationale or justification for surveillance						
	If research article, the research question is clearly stated						
	Clearly lists objective(s) of article						
	Includes relevant citations that support need for study						
	Narrative evaluation:						
Methods	Provides details of Who, Where, and What						
	If research article, provides details on how study participants were selected, how many refused, and how many dropped out (include flowchart if appropriate).						
	Provides details on How the data were collected						
	Methods used for collecting data are appropriate						
	Provides details on how data were analyzed						
	Methods for analyzing data are appropriate and the analyses is correct						
Results	Narrative evaluation:						
	Principal patterns and features are described without repeating all raw data						
	Data are summarized using appropriate tables, figures, and text						
	Tables conform to best practices. Can tables be interpreted without text?						
	Figures conform to best practices. Can figures be interpreted without text?						

Category	Criteria	1-Absent	2-Revise	3-Satisfactory	4-Good	5-Excellent	NA
Discussion	Provides conclusions that addresses the study questions and are supported by the findings						
	Relates findings to existing literature						
	Formulates recommendations that flow logically from the findings						
	Recommendations are realistic and achievable						
	Recommendations are specific						
	Includes a limitations section						
	Narrative evaluation:						
Bibliographic References	References are numbered and in the order of how they appear in the text and in the bibliography						
	Document includes citations where appropriate						
	References are relevant to the topic and cited accurately						
	Primary references are used when appropriate						
	References are consistent in terms of style included in the Instructions to Authors						
	Narrative evaluation:						
General Form and Clarity	Punctuation and grammar use is correct and consistent						
	Uses correct and consistent spelling						
	Other people's work is credited						
	Writing is in paragraph form. Bullets are used sparingly						
	The use of abbreviations and acronyms is minimized. They are spelled out before they are used.						
	Structure follows the IMRAD format						
	Article uses plain language throughout						
	Narrative evaluation:						

Category	Criteria	1-Absent	2-Revise	3-Satisfactory	4-Good	5-Excellent	NA

NARRATIVE EVALUATION SUMMARY

RECOMMENDATION