

Numbered Publication Reviewer Report

This review process is designed to challenge the author and originating department to maintain high standards of excellence in preparation of publications. This challenge is issued through constructive criticism. Colleagues serving as reviewers play an important role in this process and ensure that the publication is technically correct and appropriate for the targeted audience. It is not the responsibility of the reviewer to rewrite or edit manuscripts to overcome writing deficiencies of the author. If the publication is also being translated, one person fluent in the language (in addition to the original translator) must review the publication for accuracy of translation.

Points to consider when reviewing the manuscript:

- 1) Technical Accuracy — Is the information technically accurate?
- 2) Organization — Do the sections flow logically from one subject to another?
- 3) Purpose — Does it fulfill the intended purpose?
- 4) Illustrations — Are illustrations appropriate, necessary, accurate and properly labeled?
- 5) Bias — Is there a portrayal of human stereotypes or sex bias?
- 6) Readability — Is it easy to read and understand?

Author(s): _____

Title: _____

Target Audience: _____

Reviewer # _____

Recommendation:

_____ Accept without change _____ Accept with major revision
_____ Accept with minor revision _____ Reject

Comments and Suggestions for Improvement:

Return completed form to:

(Signature of Reviewer)

Date