

Reviewing a journal submission

- Start with a brief summary of what the ms. is about, what its main point is.
- Say, in general, what's good about it.
- Say, in general, what the problems are.
- If the ms. is arguing for a point of view you happen to disagree with, be particularly careful to evaluate it on its own terms (though, of course, if you have a strong argument against that point of view, you should present it).
- Go through the ms. and in detail point out specific problems. When there is failure to refer to relevant work, include the bibliographic citation(s) in your review.
- If there are just a couple of typos, you can point them out.  
If there are many typos, you can just say that (while pointing out crucial ones).
- Give an overall verdict, something like: Publish as is (very rare); Publish with minor revisions; Publish with major revisions; Do not publish