**Tips for How to Peer Review A Paper**

**Before you Begin:**

Do you understand the topic and question that the author is answering?

Before you begin reading the paper, are there any concepts, references, etc that you think are critical to the success of this paper?

Is there anything the reviewer wants you to focus on (ie did the reviewer leave you a note)?

**First Read Through (don’t add comments yet!)**

Do you understand the story the author is trying to communicate?

Did the overall organization of the paper flow well?

Did you notice a considerable amount of grammar, spelling, formatting, and other proofreading mistakes?

**Adding Comments and Offering Constructive Criticism**

*Add specific comments directly to the applicable part of the draft. More general comments can be included at the very end of the draft. Be honest and fair. Praise can be just as helpful as criticism!*

Did the author ANSWER the question that was asked of them?

Are there places where the author needs a more clear explanation?

Do you have any suggestions about how to make the organization better?

Are there any ideas that need to be developed further?

What parts of the paper do you think the author did a really great job with?

Do you recommend any references or ideas that the author should consider?

Did the author include specific statistics, experiments, findings to support each section of the paper?

If the author included any figures, do you think that are helpful and understandable?

Is there anything that you learned from the paper you read that will help you improve your own paper?