PROFESSIONAL FILE REVIEW RUBRIC

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Reviewer Name:
Manuscript No.:
Title:

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Review Due:

Criteria	Score (1-low to 5-high or n/a)	Comments
Abstract		
The abstract tells the reader what the manuscript is about and highlights findings.		
Framing		
The need for the manuscript is established.		
The value added by the manuscript is identified.		
Objectives [or research questions] are clearly articulated.		
Analytic Procedure		
Approach [or methodology] is appropriate.		
Information [or data] collection is adequately described.		
Information [or data] sources are clearly identified.		
Reporting		
Findings are adequately and accurately described.		
Tables and figures effectively supplement the text.		
Conclusions highlight important contributions of the study.		
Limitations are identified.		
Structure		
The manuscript has a logical flow.		
The manuscript is well-written.		
Use of references is appropriate to the topic.		

COMMENTS FOR THE AUTHOR(S)

What are the strengths of the article?

In what ways could the author improve the manuscript?

Other comments:

COMMENTS FOR THE EDITOR

Why would this article be of interest to readers?

Confidential thoughts for the editor:

Recommendation: