



Manuscript Checklist for CTAHR Authors and Reviewers

The purpose of these checklists is to help ensure the quality of CTAHR publications by assessing manuscripts for the following criteria:

- accurate information
- clear expression
- suitable for the intended audience
- appropriate as a publication bearing CTAHR's name.

Author's manuscript checklist

Y N

- Have you involved appropriate CTAHR colleagues in the development of the work?
- Did you acknowledge all participants and funding agencies?
- Is the title of your work short, simple, and clear?
- Are authors' names, titles, and institutions correct?
- Did you include an abstract for use in the CTAHR publications database?
- Do the title or the abstract contain the appropriate key words?
- Is the purpose of your work clearly stated in the introduction?
- Is there a clear statement of whom the publication is intended to benefit?
- Is your writing understandable, interesting, well organized, and grammatically correct?
- Is your writing appropriate for a general audience?
- Has your work been based on a review of all appropriate CTAHR output?
- Is all information from other sources clearly and appropriately acknowledged?
- If you include selected references, are they relatively easy to obtain?
- Did you spell-check all parts of the document?
- Have all calculations been double-checked?
- Are numbers in tables all to the same decimal place where appropriate?
- Are your illustrations and graphics of good quality?
- Did you provide clear information and directions to readers in conclusion and recommendation sections?
- Is the work completely finished (i.e., could it be published tomorrow other than for some editing and layout)?

Reviewer's checklist

Y N N/A

- Is the title appropriate and clear?
- Is there an abstract for use in the CTAHR Publications Database, and is it concise and effective in summarizing the content?
- Are all appropriate key words incorporated in the title or abstract?
- Is the work understandable at first reading?
- Is the purpose of the work made clear at the outset?
- Is the objective of the publication of importance to a CTAHR clientele?
- Are study designs and methods adequately described?
- Is all the discussion relevant?
- Are interpretations and conclusions adequately explained and supported?
- Are there possible errors of fact or interpretation?
- Are calculations accurate?
- Are statistical analyses appropriate and adequately explained?
- Are any ideas overemphasized or inadequately developed?
- Are all statements and recommendations clear and unambiguous?
- Is any content repeated or duplicated unnecessarily?
- Should any content or sections be expanded, condensed, or omitted?
- Does the literature cited or selected references cover the pertinent literature, particularly CTAHR literature, appropriate for the work?
- Are the form and arrangement of illustrations and tables satisfactory?
- Do the illustrations show what they were intended to show?
- Are all citations or references complete?
- Is work needed on the general organization of the material presented?

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- Does this manuscript require significant editorial attention?

What are your general recommendations regarding publication or revision of this work?

Have you provided clear advice on how to improve this work?

Would you feel comfortable with publishing this work if your name was on it as an author?