

For guidance regarding review of manuscripts [click here](#). It is an excellent resource.

Manuscript Review Tool for Authors

Instructions for manuscript authors:

- The checklist and scoring method below is intended to assist authors in reviewing their potential manuscript and provide guidance regarding some key aspects that both reviewers and journal editors will evaluate.
- Evaluate your manuscript and complete the scoring for each section.
- If any specific sections are lower scoring, consider revising the content of the manuscript to address them.

Purpose/ Question (Point Range 0 – 15) – Score _____

There should be a clear purpose or main question the authors address with the manuscript. The authors/reader/reviewer should be able to state this purpose in one sentence as a question which the authors have attempted to answer with the manuscript. The question should be feasible, interesting, novel, ethical and relevant.

Significance (Point Range 0 – 20) – Score _____

The manuscript should provide a means of understanding or ameliorating important care transition problems. Manuscripts should outline the significance of the problem, the effect of the problem on patients, health systems and/or health policy, and the potential for widespread application/relevance of the new information presented in the manuscript.

Is the topic of the manuscript significant, important, or relevant to health systems and transitions of care? Is the background of the problem summarized? The significance of the manuscript should outline why the purpose/question is important.

Design: (Point Range 0-20) – Score _____

Does the intervention or practice describe how the purpose was accomplished and/or the question answered?

Are the interventions or practices described appropriately for the clinical topic?

Is the population well defined?

Are the variables clear?

Is the statistical approach sound?

If there are comparison groups, are they well defined?

Discussion: (Point Range 0-15) Score _____

Is the question answered? Are the conclusions consistent with the evidence and arguments presented? If the author is disagreeing significantly with the current academic consensus based on new data, do they have a substantial case? If not, what would be required to make their case credible? Are limitations of the study included? Does the manuscript suggest next steps to build off of this new information?

How original is the topic? What does it add to the subject area compared with other published material?

Presentation: (Point Range 0-10) Score _____

Is the manuscript/abstract well written? Are the ideas clearly communicated? Is the text clear and easy to read? Is the manuscript free of grammatical errors? If the paper includes tables or figures, what do they add to the paper? Do they aid understanding or are they superfluous?

Technical Quality (Point Range 0 - 20) Score _____

The authors should clearly demonstrate their understanding of the problem and/or knowledge gap in the transition of care and formulate a clear question they have attempted to answer with their work. The manuscript should have a clear description of the methodology employed and should use suitable analytical methods to answer their question.

Is the data used should be appropriate, relevant, and of high quality? Is the manuscript formatted to the specifications of the target journal? Is the work ethical and is it consistent with the spirit of I-MPACT?

Total Points Earned _____

Major Flaws (Points deducted)

- Has similar work already been published without the authors acknowledging this? **(deduct 5 points)**
- Are the authors presenting findings that challenge current thinking without appropriately discussing justifying why? Is the evidence presented insufficient to prove their case? Have they failed to cite the relevant work that would contradict their thinking and address it appropriately? **(deduct 10 points)**
- Are there any major presentational problems? Are figures & tables, language and manuscript structure not clear enough for to accurately assess the work? **(deduct 10 points)**
- Are there any ethical issues? **(deduct 15 points)**

Total Points Deducted _____

TOTAL SCORE (total points earned minus total points deducted) _____