



EDU-512P
Manuscript Review Procedure

Manuscript Review Checklist

As outlined in the AST’s Manuscript Policy, final drafts of the manuscripts submitted for review and approval must first be reviewed by the Education Committee and its designated Subject Matter Expert reviewers.

The reviewers will 1) assess the academic quality of the manuscript, and 2) determine whether the manuscript is congruent with the Society’s mission and strategic plan. The reviewers will make one of several recommendations to the Committee:

1. *Approval for submission as a work-product of the (Name of Committee, COP, or taskforce)*
2. *Approval after minor revisions*
3. *Recommendation for re-review after major revisions, or*
4. *Recommendation for disapproval*

Assigned reviewers will consider the following points as they prepare feedback for Committee or Board consideration:

_____ The manuscript is congruent with the Society’s mission:

_____ The research is original and will bring value to the transplant community.

_____ The academic quality of the paper is high.

_____ Methodology clearly written

_____ Data communicated in a clear and concise manner

_____ Appropriate use of tables and figures to convey information (if applicable)

_____ Appropriate and accurate references acknowledging previous work

_____ Paper does not include personal opinion or generalizations that are not backed by data

_____ Length of paper is appropriate in meeting its goals

_____ The paper is well-written and includes a logical, well organized flow of information.

_____ Belief the paper will have a positive impact on the field of transplantation.

Specific comments on structure and content of reviewed paper:

Other comments for Committee and/or author consideration:

Your recommendation regarding this paper?

Please add any additional comments to elaborate on your recommendation, as all feedback will be shared with the Education Committee:

- _____ 1) Approval for submission as a work-product of an AST Committee, COP, or taskforce
- _____ 2) Approval for submission as a work product after minor revisions
- _____ 3) Re-review after major revisions, or
- _____ 4) Disapproval.

Adopted – 2/20/2019