

Final Manuscript Preparation Guidelines for Peer Reviewers for *the Journal of Sports Medicine and Allied Health Sciences: The Official Journal of the Ohio Athletic Trainers' Association*

This document provides details for the peer-reviewer when editing manuscripts and before the associate authors register a decision letter. Allow these guidelines to assist you when making an overall decision for acceptance into the JSMAHS. Please complete the "Peer Review Template" form. If you do not have a BGSU email account, please follow the directions to create an account.

BASIC FORMATTING STYLES

Headers to include

Depending on your type of research, specific headers should be included such as:

Original Research Paper

Intro
Methods
Results
Discussion
Limitations
Implications
Future Research
Conclusion
References

Theoretical Piece

Introduction
Discussion
Implication
References

Case Reports

Case
Discussion

KEEP THESE QUESTIONS IN MIND WHEN REVIEWING

Does the research fit into the JSMAHS aims and scopes?

Is the manuscript titled appropriately?

Are the statistics appropriate for the design?

Are the body & conclusion written in sequential order?

Are the conclusions appropriate?

PEER-REVIEWER CHECKLIST

- 1. LINE SPECIFIC EDITING.** This is either a separate work document & uploaded, or filled directly into the textbox provided. General Comments that Authors WILL SEE can be submitted in part 1.

Part 1: Submit your general comments here

- 2. Part 2: Reviewers can submit confidential comments that only the editors will see.**

Part 2: Submit your confidential comments here

- 3. SUBMIT PEER-REVIEW FORM (i.e., the 3RD page of this form):** provided within request to review email & on the left hand side the JSMAHS's website. Upload this form to the "attachments" portion of your review

Attachments

These optional attachments will be available to the author(s) as part of your report. If you are uploading any files, please remove all identifying references from your document, including properties. Cover letters to the editor only should be pasted into the field at the bottom of the form.

Enter attachments to submit along with your report (optional):

| File Name | Description |
|--|---|
| File 1: <input type="button" value="Browse..."/> No file selected. | <input type="text" value="PEER REVIEW FORM MANUSCRIPT #1000"/> <input type="button" value="-"/> <input type="button" value="+"/> <input type="button" value="x"/> |

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**** Additionally if you have completed line edits in a separate document select "+" and attach the line edits.**

- 4. Register your decision**

Please select one of the options below:

Please select one of the options below:

- Encourage **major** revisions as described in my report.
- Accept this article with **minor** (or no) revisions as described in my report.
- Reject this article without an option to resubmit.

PEER-REVIEW FORM

1. Please complete the portion below by indicating a score for the following Likert-style questions (upload this as a separate form in the attachments section of your review. Please use the description of “PEER REVIEW FORM”):

| | Completely Disagree | Disagree | Neutral | Agree | Completely Agree |
|--|------------------------|----------|---------|-------|---------------------|
| Does the research fit into the JSMAHS aims and scopes? | 1 | 2 | 3 | 4 | 5 |
| Is the manuscript titled appropriately? | 1 | 2 | 3 | 4 | 5 |
| Are the statistics appropriate for the design? | 1 | 2 | 3 | 4 | 5 |
| Are the body & conclusion written in sequential order? | 1 | 2 | 3 | 4 | 5 |
| Are the conclusions appropriate? | 1 | 2 | 3 | 4 | 5 |

2. Lastly, select from the three please options for acceptance at the time of your review.

“encourage major revisions”

“accept with minor (or no) revisions”

“reject this article without an option to resubmit”

******We cannot accept any review that does not have this template completed in addition to specific line # edits. Thank you for your time and dedication to making sure the authors are provided with constructive feedback!**