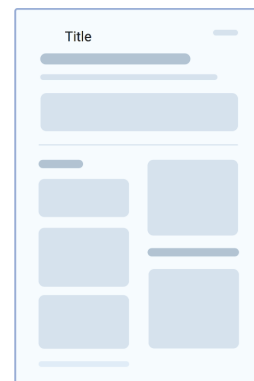


Guideline for Inclusive Manuscript Review

Manuscripts are central to scientific research: they present our research to the scientific community and are currency for obtaining funding. However, there are known biases in how manuscripts are reviewed for different groups of people. When reviewing a manuscript, we recommend using the following guidelines to help reduce biases, therefore permitting more equitable review and publishing of scientific work.



Reading/evaluating the manuscript

- ✓ 1. Confirm you do not have a conflict of interest before accepting to review the manuscript.
- ✓ 2. Initially review manuscripts blindly, where the author's identity is hidden, if possible.
- ✓ 3. Read the manuscript early (in advance of the deadline) and multiple times.
- ✓ 4. If permitted, review the manuscript with a trainee. Be sure to communicate this with the journal so the trainee gets credit and it is allowed.
- ✓ 5. If permitted, have a colleague/trainee read and evaluate the review.
- ✗ 6. Do not discount the science because of poor language.
- ✓ 7. Evaluate whether the manuscript fits the scope of the journal.
- ✓ 8. Have a standardized list of questions for every manuscript review. Examples include:
Figure by figure does it have the right controls? Does it answer the questions asked and are the results fairly interpreted? Are there critical experiments missing? Sufficient raw data for the reader to interpret results? Are methods sufficient to reproduce work?
- ✓ 9. Undergo bias training to be aware of your own biases.



Writing the review

- ✓ 1. Use gender inclusive language (they/them) for review documents.
- ✓ 2. Give clear and constructive feedback.
- ✓ 3. If the manuscript is good, say that it is good - you are not obligated to come up with critical critiques.
- ✓ 4. If a portion of the review is beyond the scope of the paper and rather a suggestion for future research, state this explicitly to authors and editors.
- ✓ 5. Ask yourself if you would appreciate the review and find it constructive.
- ✓ 6. Print your review and/or read aloud to assess tone.
- ✓ 7. Consider providing an open review.

