***Otolaryngology–Head and Neck Surgery* Resident Reviewer Development Program**

**REVIEW TEMPLATE1**

Manuscript Final Disposition: (Accept, Minor Revision, Major Revision, Reject)

Confidential Comments to the Editor:

* Brief summary of the study to include hypothesis, study design and findings
* Highlight the major and minor flaws supporting your overall review
* Ensure that the above major/minor flaws are incorporated in a constructive fashion within the comments to the author below

Specific Comments to the Authors

* Brief summary of the study to include hypothesis, study design and findings
* Relevance to the Journal mission
* Level of Evidence
* Major Flaws:
  + Internal Validity
    - Research objectives
    - Study design
    - Methodology
    - Sample Size
    - Descriptive statistics
    - Inferential statistics
  + External Validity
    - Selection criteria
    - Sampling scheme
    - Interventions
    - Clinical significance
    - Adverse Events
  + Ethical Concerns (Authorship; originality; research subjects; conflicts of interest)
* Minor Flaws
  + Introduction
  + Methods
  + Results
  + Statistics
  + Discussion
  + Conclusion
  + Figures and Tables
  + Syntax and grammar

1Based on: Rosenfeld RM. How to Review Journal Manuscripts. *Otolaryngol-Head Neck Surg.* 2010;142:472-86.