***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.