

CHECKLIST FOR REVIEWERS

Please complete the following checklist by ticking (✓) in the appropriate box. Statements answered with a "no" should include detailed comments the author can use to revise the manuscript. Use a separate sheet of paper and / or write on the manuscript.

Yes No N/A **Topic**

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Appropriate for the scope of the journal. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Important to the profession. |
| | | | 3. Originality |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | A. Presents new information. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | B. Builds on prior research. |

Title

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Clearly states theme or purpose of manuscript. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Concisely states theme or purpose of manuscript. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Includes a short running title. |

Abstract

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Includes an abstract in English and Malay language. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. States the purpose of the manuscript. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Describes methods used, if appropriate. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Summarized results, if appropriate. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. States principal conclusion(s) supported by the manuscript. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Includes appropriate key words (maximum of 5) according to Medical Subject Indexing. |

Introduction

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Defines problem or need. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Describes relevance to practice. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Presents relevant background material. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Clearly states purpose of manuscript. |

Review of Literature (if present)

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Present history of topic, if appropriate. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Incorporates previously published work to address key points of manuscript. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Includes all aspects of the topic. |

Methods or Procedure (if present)

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Properly identifies all materials and / or equipment. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Includes a complete description of the process or procedure. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Discusses each concept or procedural step and in the proper order. |

Results

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Specifies the number of subjects in each group/subgroup. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Reports results in relation to specified objectives. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Summarizes results in tables and figures cited in text. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Indicates statistical significance for each finding. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Includes an analysis of statistical power in cases where no significant differences are found. |

Discussion

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Incorporates previously published work to support conclusions. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Presents data (both strengths and limitations) in an unbiased manner. |

Yes No N/A

Conclusion

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Conclusions are supported by information presented in the manuscript. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Presents only previously discussed information (new information is not introduced). |

References

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Use timely or historically significant references. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Contains appropriate references to support material presented. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Includes sufficient references. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Uses correct citation in text and reference list. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Formatted according to Information to Authors. |

Illustrations

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Provides illustrations of sufficient quality. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Provides sufficient number of illustrations to document key points. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Revisions of illustrations are required. |

Style

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Follows the <i>Medicine & Health</i> authors guidelines. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Writes in clear and concise English, spelling follows the Oxford English Dictionary. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Requires additional editing. |

Topic Development

Coverage of Topic

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Balances coverage relative to purpose and theme (if no, check appropriate boxes below). |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | A. There are areas with too much information (if yes, check appropriate boxes below). |
| | | | <input type="radio"/> Extraneous |
| | | | <input type="radio"/> Redundant |
| | | | <input type="radio"/> Overly detailed |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | B. There are areas with too little information (if yes, check appropriate boxes below). |
| | | | <input type="radio"/> Missing important information |
| | | | <input type="radio"/> Insufficient detail |

Organisation

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Uses appropriate section headings. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Arranges sections in logical order. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Discusses sequential information in a logical order. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Place all information in the correct section. |

Accuracy

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Provides appropriate content and terminology for target audience. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Contains accurate information (if no, check appropriate box below). |
| | | | <input type="radio"/> Incorrect information. |
| | | | <input type="radio"/> Inappropriately or inadequately synthesized (wrong conclusions made). |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Cites and clearly identifies the sources of all significant information not attributable to the manuscript author. |

MANUSCRIPT STATUS

- | | |
|-----------------------|---|
| <input type="radio"/> | Publish in <i>the journal</i> with normal editing as required. |
| <input type="radio"/> | Revise following suggestions noted on attached comment sheet and manuscript copy. |
| <input type="radio"/> | Reject for publication; explanation of why revisions will not help are noted on attached comment sheet. |

.....
(Signature)

.....
(Name)