

Critical Review

Cover letter

Re: *Title of paper/ chapter*

Authors.

Recommendation: *Accept for publication*

- expertise in this area
- time spent
- whether you believe there are any conflicts of interest

Referee's report

Summary

- Succinct
- Dispassionate

General Comments

- Big critical picture
- Weaknesses

Constructive criticism

- Technical issues
- Organization issues
- Clarity issues

Table of typos

- And grammatical errors
- Minor textual problems

(It's not the reviewer's job to copy edit the paper, so don't go out of your way to look for typos. And if the paper is a complete mess, just say so---but please be charitable, especially if English is not the author's native language.)