

REVIEW SHEET FOR EVALUATING ARTICLES

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| REVIEW | Title of article: |
| | Fecha de envío al evaluador/a: |
| | Date on which article is sent to reviewer:: |

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| 1. Title of article | |
| Confirm that the title fits subject matter. Analyse possibility of changing it. | |
| 2. Abstract and key words | |
| All articles must have an abstract and key words. The abstract must be no longer than ten lines and there should be a maximum of five key words. The abstract does not necessarily have to be in English. The abstract should be a well-structured and well-written summary of the article. | |
| 3. Content of the manuscript | |
| The content must be original, new and of interest to the publication. Check that the subject matter falls within the journal's scope. The manuscripts must be no longer than 30 double-spaced pages in Times New Roman, size 12. Suggest the journal section in which the article might be included. Correct spelling mistakes and point out paragraphs or sentences that are difficult to understand or are not sufficiently clear. | |
| 4. Exposition of ideas | |
| The text should discuss the ideas in a clear manner, following a logical structure. The writing style should be appropriate and fluid. The sections should appear in a suitable order. The study should be well planned on the methodological level. Findings should be presented correctly. The conclusions should be faithful to the contents of the text. The various sections should be similar in length. | |
| 5. Citations | |
| Confirm that all the references appearing in the text follow APA format (see journal's publication rules) and that all of them appear in the bibliography. | |

6. Tables and figures

They should be used only when necessary and when they provide information that is relevant to the article. They have to have a name and they must specify their source document. In the case of tables the title should appear above it, while in the case of figures it should appear below it. They must be numbered. They should contain no typos and the data provided should be easy to visualize.

7. Bibliography

In principle the author must remove from the bibliography any authors that are not cited in the text. Make any suggestions that may be needed with regard to the breadth or the up-to-dateness of the bibliography. Confirm that the guidelines appearing in the instructions for authors have been met. Confirm that the authors appear in alphabetical order.

8. Any further comments to be added to the evaluation

These would be primarily aspects specific to the field or area of intervention.

9. Reviewer's decision

Can be published with no modifications

Can be published with minor modifications

Can be published with major modifications

Content needs to be reformulated and re-submitted for review

Article should be rejected