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- Adhere to review guidelines
- Evaluate the manuscript
- Return reviews in a timely manner
- Provide constructive guidance
- Present guidance in a positive, impartial, and polite tone.

Adhere to review guidelines
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- Timeliness and accuracy of information
- Structure and exposition
- Usefulness of tables and figures
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  - Conceptualization, design, methods, statistical analyses, etc.
  - Links between results, conclusions, interpretations, and recommendations.
- Reviewers should offer specific, clear ideas for improving the manuscript, including:
  - Actionable advice on material that warrants revisions on substantive grounds
  - Suggestions for reorganizing the manuscript, revising ambiguous material, shortening the manuscript and, if needed, obtaining editing assistance.

Present guidance in a positive, impartial, and polite tone
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