Section 1: What is peer review?

1. What is peer review? Why peer review?
   a. A brief history of academic publishing
   b. Status quo of peer review and its trends
   c. Explaining the editorial and peer review processes
   d. What will have happened to the paper before you see it
   e. Why reviewers review
   f. What editors look for/the perfect reviewer

2. Models of peer review
   a. Single, double, triple, open
   b. Internal vs. external peer review

3. Typical peer review process
   a. Submission, triage, external peer review, decision
   b. The role of the author, editor and reviewer in peer review

4. How to get involved

Section 2: I just got a review invite, what’s next?

1. Initial checks
   a. Areas of expertise, conflict(s) of interest, bias, availability

2. Accept invite
   a. Editor requirements
   b. Journal-specific instructions, peer review model
   c. Confidentiality
   d. Registrations and accounts

3. Decline invite
   a. Provide reason
   b. Suggest candidate(s)

Section 3: How to write a helpful peer review report

1. Comments to authors
   a. Collegial and constructive yet critical and objective
   b. Checklists, do's and don'ts
   c. Awareness of area/different article types
   d. Ethical considerations, journal and subject specific guidelines
   e. Article sections
2. Confidential comments to editors
   a. General impression
   b. Novelty/importance/significance
   c. Language and grammar
   d. Concerns

3. Decision recommendation
   a. Accept/reject/minor/major
   b. The editor’s decision is final

Section 4: What next?
1. After your review
   a. Continued confidentiality
   b. Reusing/cascading review reports
   c. Rewards and recognition