

General reviewing “etiquette”

- write in a way you would like to receive comments yourself
 - be polite, factual, and neutral (avoid “emotional” words)
 - use correct English: reread your comments
 - justify your remarks by argumentation on basis of the paper and/or related literature
 - prove in what you write that you understand what the authors are trying to communicate
 - try to address all the review criteria in your detailed comments
 - try to be unambiguous