

Guidance for peer review of abstracts

Please score each section, the denominator indicates the highest score available for that section. The final total will be out of 100, the score will be used to judge the stream winner but will not be passed onto the writer. It may be used to determine whether the abstract is published in JHND. The score should be entered onto the spreadsheet, so that all your abstracts are scored in one place. The questions are to help you determine the quality of the abstract and the score, but are not definitive, please also use your own experience as a reviewer.

Comments to the author should be supportive and designed to help the writer improve the final abstract for publication in JHND. They do not need to relate to the questions below. Please bear in mind that there is a word limit, so it may be difficult for the author to address some issues.

		Total Score
Title	Does the title describe the work well? Is it too long or too brief?	5
Background	Is the background clearly described? Does it provide a reasonable justification for undertaking the work? Is the research area of interest to dietitians?	10
Aim	Is the aim of the research clearly stated with a definite, measurable outcome?	5
Method	Have appropriate methods been used to achieve the aim? Are the methods used clearly described? Is the structure and terminology appropriate?	20
Method quantitative	Is the study design clearly described? (e.g. sample size, recruitment, observational (retro/prospective), randomised controlled (blinded) etc). Were appropriate statistical tests used and described?	
Method qualitative	The study sample and research setting should be described. Has consideration been given to a theoretical framework? Has the appropriate analysis been conducted? Was it based on a personal intuitive interpretation or were some formal procedures applied? Was a computer aided software package used?	
Ethical approval	Has any necessary ethical approval been obtained? If possible, an approval number should be	5

	included. A sentence outlining why approval was not sought should be included unless it is very obvious, for example a literature review.	
Results	Are the results presented clearly? Do the results correspond with the aim? Are the results given in enough detail to allow understanding?	15
Results: quantitative	Descriptive statistics; continuous data should have some measure of distribution e.g. mean (SD) or median (IQR), ordinal data should be presented as frequencies or percentages. Comparisons should be appropriate to the form of data (e.g. t-test, ANOVA, chi-squared etc). Appropriate use of figure and tables without duplication in the text. Agreement of text with figures and tables. Significance reported appropriately.	
Results qualitative	Are illustrative quotes used? Is there an explanation of how the quotes were chosen or whose views they represent? Is it possible to see a relationship between the data and the interpretation of the data?	
Discussion	Does the discussion draw appropriate assumptions from the results (e.g. doesn't say that differences exist when P values are not significant)? Does the discussion relate the results to other work and comment appropriately?	20
Conclusion	The conclusion should be justified from the results.	10
References	Are all citations appropriately referenced? http://onlinelibrary.wiley.com/journal/10.1111/%28ISSN%291365-277X/homepage/ForAuthors.html Are all of the citations necessary?	5
Presentation	Is the language appropriate (diabetic patients/people with diabetes)? Are sections clearly described? Does information flow in a logical manner? Are data well presented i.e. tables and figures appropriate? Do all sections of the abstract use appropriate scientific terminology? Are all sections well written? Has the author followed the guidelines?	5
Recommendation	Do you recommend that this abstract is accepted for presentation at the symposium? Do you recommend publication in JHND? Recommendations are usually subject to authors responding to comments made by reviewers, we normally try to accept as many abstracts as possible.	