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**Reviewing process:**

Please follow the following process while reviewing. Bhutan Health Journal follows

**Title, Abstract and Key Words**

1. Does the title say what the study is about? You can suggest a new title if not found appropriate.
2. Does the abstract summarize the manuscript effectively?
3. Could someone outside of your specialty understand the abstract?
4. Does it contain all the information? Does it contain unnecessary information?
5. Is there any information, which is not there in the main text?
6. Are the key words appropriate and help the readers locate the article?

**Introduction:**

1. Is the background spelt out clearly so that anyone outside your specialty can understand?
2. Does it accurately describe the current knowledge related to the research question or the hypothesis?
3. Does the information contain unnecessary information? Does the introduction require additional current information? Does the introduction need to be more concise?
4. Are the aims clearly defined? Are they consistent throughout the manuscript?
5. Are the purposes of the study spelt out?
6. Has the author addressed how to fill in the knowledge gap?
7. Are the references cited necessary or enough? You can suggest additional references if required.

**Methods:**

1. The methods should be clear to indicate how the results were generated.
2. Are the methods appropriate, scientifically sound, current, and described clearly enough that someone else could repeat the work?
3. Was the sample size appropriate and justified?
4. Is the research ethical and have the appropriate approvals/consent been obtained?

**Statistics:**

1. Are appropriate statistical tools used?
2. Are they sufficiently justified and explained?
3. Are statements of significance justified?

**Results and figures:**

1. When results are stated in the text, are they supported by data? Can you verify easily by examining tables and figures?
2. Are all tables and figures necessary, clearly labeled, well designed and readily interpretable? Are footnotes clear? Is information in the tables and figures redundant? Is it repeated in the text?

**Discussion and conclusion:**

1. Are the main findings written first?
2. Do you have difficulty understanding the main findings of the study?
3. Authors should interpret the results and place them in context of previous findings.
4. Has limitations of the research mentioned?
5. Is there a way forward mentioned?
6. Are the conclusions supported by the data presented?
7. Any conflict of interest declared? Acknowledgements and source of funding mentioned?

**References:**

1. Are the references cited the most appropriate to support the manuscript?
2. Are the citations provided supported by the data?
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