**Critical Review**

**Cover letter**

Re: *Title of paper/ chapter*

*Authors.*

Recommendation: *Accept for publication*

* expertise in this area
* time spent
* whether you believe there are any conflicts of interest

**Referee’s report**

Summary

* Succinct
* Dispassionate

General Comments

* Big critical picture
* Weaknesses

Constructive criticism

* Technical issues
* Organization issues
* Clarity issues

Table of typos

* And grammatical errors
* Minor textual problems

(It's not the reviewer's job to copy edit the paper, so don't go out of your way to look for typos. And if the paper is a complete mess, just say so---but please be charitable, especially if English is not the author's native language.)