Taylors and Francis

Peer Review Response Checklist

Use this checklist as a practical pre-submission review. Always compare it with the target journal's current requirements.

Response Structure

■	Every reviewer comment has a corresponding response.
■	Comments are numbered clearly.
■	Responses are professional and specific.
■	Changes are identified clearly.

Revision Review

■	All requested changes were reviewed.
■	Page/section references are accurate.
■	Marked-up manuscript follows journal instructions.
■	Final manuscript reflects the response document.

Final Check

■	No reviewer comment has been missed.
■	Editor instructions have also been addressed.
■	Files are named correctly.
■	Submission requirements have been checked again.

Note: This checklist is educational and should be checked against the current requirements of the target journal or publisher.