Review Criteria

Review Criteria is where you can create a pre-defined list of review criteria for your reviewers to use during their review process.

Some ideas for review criteria include:

- Content
- Accuracy
- Relevance
- Visual Appeal
- Anything you can imagine!

The fields in Review Criteria are:

- **Name** - the name of the criterion.
- **Score Type** - these are the ways your reviewers can input their rating of these criteria:
  - **Check Box** - the reviewer will check a box to indicate the criterion has been met. (Also enter the weighting percentage for this condition here.)
  - **Date** - to record any date relevant to the paper review.
  - **Score** - number that falls in a pre-set range. (Also enter the range, and the weighting percentage for this condition here.)
  - **Number** - good for numbers that may not fall in a known range. (e.g. word count)
  - **Percentage** - number out of a hundred.
  - **Tag** - select the review value from tags.
  - **Text** - free-form text, for when no other category carries enough information.

> **Caution:** Once you **Save**, the Score Type cannot be changed.

- **Display Ordering** - you can assign the order in which each criterion is displayed on the screen, with lower numbers being higher on the list than larger numbers.
- **Weighting** - enter a weighting percentage number for this specific review criterion.