**Sample text to add to Instructions for Reviewers**

Reporting guidelines are tools for health researchers to use while writing manuscripts. They provide minimum lists of information needed to ensure a manuscript can be properly understood by a reader, replicated by a researcher, and included in a systematic review. They are also helpful for reviewers: if the information required by a reporting guideline is not included in a manuscript, then you cannot properly judge the quality of that study.

**Endorse guidelines route**

[Journal name] endorses the use of reporting guidelines by both authors and peer reviewers. We encourage you to identify the correct reporting guideline for this manuscript / Our editor will indicate to you the study type of the work in this manuscript and the appropriate reporting guideline [delete as appropriate]. We encourage you to use this guideline to check whether the minimum information is included in the report, before commenting on the scientific merit and methodological quality of the work. The reporting guideline cannot be used to judge the quality of the methodology used in the study. However, if crucial information is not reported, you cannot judge the methodological quality.

If you find a manuscript does not include enough information to allow you to judge its methodological quality, you are welcome to end the review early and to simply indicate what additional information must be reported to allow a full review.

Once you have determined that the manuscript includes all of the information needed, use the reporting guideline to aid in your assessment of the manuscript. A reporting guideline cannot be used to directly judge the quality of the methodology used in the study, but does suggest the kinds of questions that should be considered when designing a study.

**Endorse guidelines and request checklist route**

[Journal name] endorses the use of reporting guidelines by both authors and peer reviewers. We encourage you to identify the correct reporting guideline for this manuscript / Our editor will indicate you the study type of the work in this manuscript and the appropriate reporting guideline [delete as appropriate]. We encourage you to use this guideline to check whether the minimum information is included in the report, before commenting on the scientific merit and methodological quality of the work. The reporting guideline cannot be used to judge the quality of the methodology used in the study. However, if crucial information is not reported, you cannot judge the methodological quality.

In some cases, this process will be expedited by the submission of a completed checklist by the authors. This checklist will indicate the page numbers on which information on each guideline item is included.

If you find a manuscript does not include enough information to allow you to judge its methodological quality, you are welcome to end the review early and to simply indicate what additional information must be reported to allow a full review.

Once you have determined that the manuscript includes all of the information needed, use the reporting guideline to aid in your assessment of the manuscript. A reporting guideline cannot be used to directly judge the quality of the methodology used in the study, but does suggest the kinds of questions that should be considered when designing a study.

**Require guidelines and checklist route**

***Requires checklist, editorial staff do not check checklist***

[Journal name] requires authors to use reporting guidelines when writing a manuscript and to submit a completed checklist for each guideline. We encourage you to use this completed checklist to aid in your review. Please first check whether the minimum information indicated in the checklist is included in the report, before commenting on the scientific merit and methodological quality of the work. The reporting guideline cannot be used to judge the quality of the methodology used in the study. However, if crucial information is not reported, you cannot judge the methodological quality.

If you find the checklist has been filled in incorrectly or that the manuscript does not actually include the information required by the checklist, please end the review early and simply indicate what additional information must be reported to allow a full review.

Once you have determined that the manuscript includes all of the information needed, use the reporting guideline to aid in your assessment of the manuscript. A reporting guideline cannot be used to directly judge the quality of the methodology used in the study, but does suggest the kinds of questions that should be considered when designing a study.

***Requires checklist, editorial staff will check checklist***

[Journal name] requires authors to use reporting guidelines when writing a manuscript and to submit a completed checklist for each guideline. Our editorial staff compare this checklist to the manuscript and ensure that the checklist is correctly completed and information on each item included in the text before sending a manuscript for review.

We encourage you to use the completed checklist to aid in your review. A reporting guideline cannot be used to judge the quality of the methodology used in the study, but does suggest the kinds of questions that should be considered when designing a study.

If crucial information is not reported, you cannot judge the methodological quality of the manuscript. If you find that an incorrectly completed checklist has slipped past our editorial staff, or that the manuscript does not actually include the information required by the checklist, please end the review early and simply indicate what additional information must be reported to allow a full review.

**For all routes, include the following after the main statement** [Delete the guideline classes that are inappropriate for your journal’s scope]

Some common study types and the appropriate guidelines are listed below. We ask authors to identify the guideline(s) required for their study using the suggestions below. They may need to use more than one guideline, depending on the manuscript. For example, if the researcher randomly assigned human participants to one of two interventions, then conducted unstructured interviews with each participant, they require CONSORT, COREQ, and TIDIER together. We encourage authors to check each major heading below, even if they have already found a relevant guideline under a previous major heading, to make sure they collect all of the relevant guidelines.

If you cannot find an appropriate guideline for the manuscript under review here, the EQUATOR Network database contains a comprehensive list. If you are uncertain, please talk to our editorial staff.

If the manuscript reports a **protocol**

Use the SPIRIT guideline for the protocol of a clinical trial

Use the PRISMA-P guideline for the protocol of a systematic review

If the manuscript reports a **review of a section of the existing literature**

Use the ENTREQ guideline for a review of studies that use descriptive data, such as unstructured interviews (qualitative data)

Use the MOOSE guideline for a review of observational studies

Use the PRISMA guideline for any other kind of systematic review or meta-analysis

If the manuscript reports on **animal research**

Use the ARRIVE guideline for research on animals in a lab

Use the REFLECT guideline for research on livestock

If the manuscript reports **descriptive data (either alone or alongside quantitative data)**

Use the COREQ guideline for reporting unstructured interviews and focus groups

Use the CARE guideline for reporting one case study or a series of case studies

Use the SRQR guideline for any other descriptive data (qualitative research)

If the manuscript reports **research into diagnosis**

Use the STARD guideline if the manuscript compares the accuracy of a diagnostic test with an established reference standard test

Use the REMARK guideline if the manuscript evaluates the prognostic value of a biomarker

Use the TRIPOD guideline if the manuscript develops, validates, or updates a prognostic or diagnostic prediction modelling tool.

If the manuscript reports **research into an intervention or treatment on people**

Use the TIDIER guideline to describe the intervention

Use the CHEERS guideline for an economic evaluation of the intervention

If the manuscript reports **research into an intervention, treatment, exposure, or protective factor on people**

Use the CARE guideline for reporting one case study or a series of case studies

Use the CONSORT guideline or one of its extensions:

If the participants were selected before they received the intervention/exposure/etc. under study, AND

The researcher controlled which intervention/exposure/etc. they each received, AND

The researcher used a random allocation to decide which intervention/exposure/etc. they each received.

*ie: a randomised controlled trial*

Use the STROBE guideline or one of its extensions:

If the participants were selected after they received the intervention/exposure/etc. under study, OR

The participants were selected before they received the intervention/exposure/etc. under study AND the researcher did not control which intervention/exposure/etc. they received (they decided/their doctor decided/life just happened)

*ie: an observational study*

Use the TREND guideline:

If the participants were selected before they received the intervention/exposure/etc. under study, AND

If CARE, CONSORT, and STROBE are not applicable AND

A non-random way was used to decide which intervention/exposure/etc. the participants received, such as which hospital they went to or what their clinical symptoms were.

*ie: a non-randomised trial*