

## 10 elements that make a good abstract review

#	What to do	What to avoid
1.	✓ Consider the 20 tips and the 20 traps for abstracts	✗ Reviewing without considering all elements systematically
2.	✓ Explain / clarify how the abstract may not meet the requirement of the 20 tips	✗ Mentioning errors without providing explanations
3.	✓ Keep a constructive tone	✗ Discouraging the author with negative comments
4.	✓ Remain realistic, suggesting changes that can be implemented	✗ Asking the author for impossible changes
5.	✓ Suggest specifically and precisely improvements needed	✗ Making vague, unclear suggestions
6.	✓ Be sensitive: Respecting author's point of view and objectives	✗ Being insensitive, not respecting author's point of view and objectives
7.	✓ Provide direct and clear suggestion	✗ Making vague / indirect suggestions
8.	✓ Remain objective	✗ Being judgemental
9.	✓ Strive to be useful so that the author can improve	✗ Providing input the authors cannot use for improvement
10.	✓ Write a review that you would like to receive as an author	✗ Providing the kind of feedback that you would not want to receive yourself