



[insert Collaborating Partner logo]

WELCOME to the PREreview + [Collaborating Partner]

Live-Review

[PREreview](#) and [Collaborating Partner] are joining forces to bring together scientists from across the globe for a virtual discussion and collaborative review of recent preprints.

WHEN: [TBD Date] / (see the event time in your [timezone](#))

ABOUT THE MANUSCRIPT

Title:

Authors:

DOI: [Preprint linked to doi].

CALL FACILITATOR(S):

AUTHORS: *[Are the authors present? If so, ask them to identify themselves by adding the word authors to their Zoom name - Go to the upper right-hand corner of the zoom window, and select "Rename". Authors can be asked to share any questions or particular areas they wish to get feedback on, but otherwise are asked to remain silent until the last ten minutes of the call.]*

EXPERT:

[A researcher in the field of the preprint topic who has agreed to lead the conversation. The expert is expected to introduce the preprint at the beginning of the discussion. Slides are optional. If there are slides, facilitators need to ensure beforehand that the sharing

tool works properly. We recommend inviting the expert to join the call 5-10 minutes before the starting time to test equipment and review the call's format]

WHAT TO EXPECT FROM THE CALL

- This call will last for **90 minutes**.
- We will be **recording this call**.
- **Live-caption services are available via Otter.ai**. The video, the transcription, and this collaborative call notes document will be shared *[add language about where these will be shared and under what license they will be made available]*.
- By remaining on this call you agree to abide by the **PREreview Code of Conduct**. Please report abusive, harassing, or otherwise, unacceptable behavior by:
 - Direct messaging one of the facilitators on Zoom and asking for immediate help. The facilitators reserve the right to remove participants who exhibit inappropriate or disruptive behavior.
 - Emailing the PREreview team at report@prereview.org explaining the incident, or submitting a claim by filling out this [report form](#) with the option of remaining anonymous.
- The use of AI notetaking bots or AI Chatbots, whether for generating or refining answers, is not permitted during this call. This is for two main reasons: 1. Using AI goes against the collaborative spirit of our Live Reviews and 2. At this note-taking stage of the review process, refining language is not important. If writing in English is a barrier to you, then please feel free to share your comments in your native language.
- As part of the review, we will ask you to declare any Competing Interests you may have with the manuscript or authors and their institution. If you plan to leave early, please make sure to add your CIs at the end of the discussion questions.

- In our group discussion, we will alternate between “silent writing 🖋️” and “open mic 🎤” discussion to allow everyone to express their feedback and thoughts in their preferred style of communication.

TODOs AFTER YOU JOIN THE CALL

- Sign in at the [ROLL CALL](#) below. We ask for your full name so that we can credit you for your participation in this collaborative review. If you have questions or concerns about that, please let us know either by sending a direct message to the facilitators during the call, at the end of the call, or by contacting us at community@prereview.org.
- Please, add an * next to your name in the [ROLL CALL](#) below if you would like to be listed as a participant of the journal club. Email us at community@prereview.org if you want to contribute to writing the review and be listed as an author on the review.
- Please **silence your mic** to minimize background noise. If you need to ask a question at any point please raise your Zoom hand 🙋 or type your question in the Zoom chat.
- To contribute, please ask questions either in the dedicated spaces below, in the Zoom chat, or by unmuting your mic during the call when prompted.

ROLL CALL (please add the info as indicated below, all fields being optional)

- *name (full or just first) / affiliation / career level / location / social media handle (if any) / * if you want your name to be listed on the preprint review as a contributor*
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INTRODUCTIONS (5 mins)

[Facilitators and experts should always introduce themselves so they can start by saying their names, affiliations, and locations, and perhaps answer an icebreaker question (e.g., what was your favorite book as a child?)]

Participants (if less than 5): If you feel comfortable, please unsilence your mic and tell us your name and where you are calling from.

QUESTIONS/COMMENTS FROM THE AUTHOR(S) or the EXPERT (5 mins) 🎤 ✍️

[If the author(s) are present, they can be asked to share any questions or particular areas they wish to get feedback on, but otherwise are asked to remain silent until the last ten minutes of the call.]

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Facilitators: Any questions from participants before we start? Feel free to use the Zoom chat box.

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GROUP DISCUSSION ORIENTATION

Let's get started with the review discussion! Remember to **keep your feedback clear, constructive, and actionable.**

We will go through **[INSERT TOTAL NUMBER OF QUESTIONS]** with the goal to then assemble a final review. We aim for it to have a structure that follows the following schematic representation:

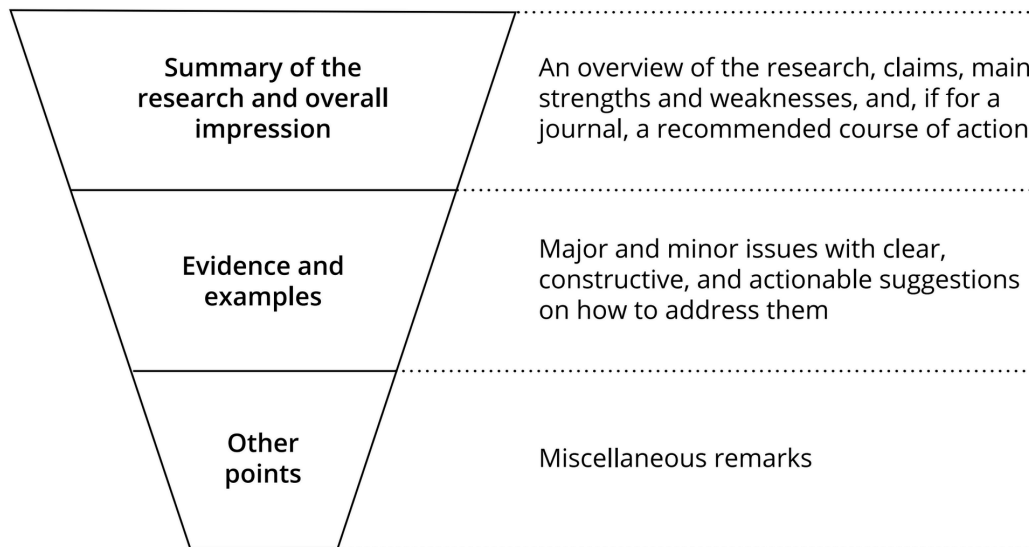


Figure from the [Open Reviewers Reviewer Guide](#) and modified [PLOS Peer Review Template: A quick guide for new peer reviewers](#)

Questions in **bold** are the ones we will read and answer together during this call. The other questions are optional and you may choose to answer them later or leave them blank.

SUMMARY OF THE RESEARCH AND OVERALL IMPRESSION

(15 minutes)

1. What is/are the research question(s) the study attempts to answer? What's the main goal? Why is it important? 🖋️ + 🎤

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2. What is the main approach? What did the authors do to address the research question(s)? 🖋️ + 🎤

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3. What is/are the main finding(s)? 🖋️ + 🎤

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4. What did you find most interesting about the research? (optional)

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5. How does the manuscript relate to published literature on this topic? How would the results lead to future research? (optional)

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6. What is one main strength and one main weakness? (optional)

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EVIDENCE AND EXAMPLES

*For this entire section, optionally add an “**M**” for major issues or an “**m**” for minor issues at the end of your answer.*

METHODS / DATA (15 minutes)

7. Are there any issues with the techniques/analyses that the researchers adopt to test the research question? Are these approaches appropriate to best address the research question? Are suitable controls in place? Were the data interpreted accurately? 🖋️ + 🎤

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8. Is sufficient detail provided to allow the reproduction and validation of the study?



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***Note for facilitators:** Now discuss possible suggestions for each concerns

9. Does the study conform to ethical guidelines? (optional)

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10. Does the manuscript include new data? Are the data used in the manuscript openly available? If so, paste the link. (optional)

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11. Is the source code for the analyses openly available? If so, paste the link. (optional)

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LET'S TAKE A 5-MIN BREAK

FIGURES / TABLES & RESULTS (10 minutes)

12. Write here any specific comment/note about figures/tables (this could be related to the way data are displayed and your ability to understand the results just by looking at the figures/tables including legends, axes labels, and visualization type).



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***Note for facilitators:** Now discuss possible suggestions for each issue

13. Does the manuscript text support the data shown in the figures/tables? PLOS reminds us, “Do not just take the figures and tables at face value.” (optional)

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14. Are the conclusions supported by the data or do they overreach? 

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15. Are limitations to the approach appropriately discussed? Are there limitations that are not discussed? 🖋️ + 🎤

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***Note for facilitators:** Now discuss possible suggestions for each concern

16. Have the authors adequately discussed ethical concerns? (optional)

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OTHER POINTS

FINAL REMARKS ABOUT THE MANUSCRIPT (5 minutes)

17. Write here any additional comment you might have (this includes overall suggestions on how to improve the readability of the manuscript). 🖋️

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18. Would you recommend this manuscript to others to read? (optional)

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19. Would you recommend this manuscript for journal publication? (optional)

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20. What one thing from this work have you learned and may bring into your own practice? (optional)

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21. Use this space to declare any competing interests* - for example you are or have been a collaborator of one of the authors of this manuscript, or you are a direct competitor of the research laboratory conducting the study in this manuscript

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*At PREreview we ask all contributors to disclose any competing interest (CI) that may exist between a review author (or affiliated organization) and the author(s) (or affiliated organization) of the reviewed preprint.

We define a competing interest as anything that interferes with or could reasonably be perceived as interfering with, the objective of a review of a preprint on PREreview. Read more [here](#).

QUESTIONS/COMMENTS FROM THE AUTHOR(S) or the EXPERT (5 mins) 🎤 🖋️

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THANK YOU FOR YOUR PARTICIPATION!

If you want to help us put together a **final review** that will be published on PREreview and help guide journal peer review of this manuscript, **please email us at community@prereview.org or DM us your email address now** and we will reach out to you in the next day or two with instructions on how to contribute.

So that we can credit you with your work on the final review, we ask that all review authors also create an account at [PREreview.org](https://prereview.org) which can be done in seconds with your ORCID iD.

FEEDBACK ON THIS CALL

*We are keen to improve this format, so **please leave feedback here or send us your comments at community@prereview.org**. Thank you!!*

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STAY IN TOUCH

To learn more about events such as these and PREreview in general you can follow us on [Mastodon](#), [Bluesky](#), and [LinkedIn](#), and keep up with all the latest news by [subscribing to our newsletter](#).

Join our Slack channel: <https://bit.ly/PRereview-Slack>

RESOURCES

- Open Reviewers Toolkit - published on Zenodo under CC BY 4.0
 - [Bias Reflection Guide](#)
 - [Reviewer Guide](#)
 - [Review Assessment Rubric](#)
- On the [PREreview](#) resource page, you will find resources to
 - learn more about our project
 - how to write a review
 - start a preprint journal club
- On the [PLOS Reviewer Center](#) with resources on [how to write a constructive review](#) and much more.
- *[Please share more resources you know of here]*