<u>Email Evaluation Tool</u>

Read through the items in the checklist below while reviewing the email in question. Mark "Yes" or "No" as appropriate. At the end of the checklist, count the number of "Yes" and "No" responses.

Checklist	Yes	No
Is the name in the salutation correct?		
Is the honorific/title correct?		
Does the sender have an official signature block?		
Is the sender's email domain representative of the association, journal, or publisher?		
Is the grammar, usage, and/or spelling correct?		
Is it a general call from a known/reputable association, journal, or publisher?		
Is the language and tone appropriate for the message?		
Is the journal title related to your field of research?		
Does the sender provide adequate information about their association, journal, or publisher, like a web address and a specific journal name?		
Would you feel comfortable providing the solicitor with personal information like your CV, bio, photo, etc?		
Does the timeline for publication or acceptance to an editorial board align with the expectations for peer review?		
Can you verify the sender is employed at the association, journal, or publisher?		
Is it clear that your submission will not be automatically accepted?		
Total:		

If there are more entries in the "No" column, it is likely that the email is from a predatory publisher.