**Disclaimer**

No representation is made, nor warranty given that this document or the information contained in it will be suitable for any particular purpose. In no event shall EURAMET, the authors or anyone else involved in the creation of the document be liable for any damages whatsoever arising out of the use of the information contained herein. The parties using the guide shall indemnify EURAMET accordingly.

**ACKNOWLEDGEMENTS**

The European Metrology Network for Mathematics and Statistics was supported by the Joint Network Project ‘Support for a European Metrology Network for mathematics and statistics’ (18NET05 MATHMET). The project 18NET05 MATHMET has received funding from the EMPIR programme co-financed by the Participating States and from the European Union’s Horizon 2020 research and innovation programme.

**Checklist for FUTURE guidelines**

This checklist aids in the review of new guidelines developed by Mathmet. The checklist shall be used by the reviewers to capture the comments and shall be shared to the authors as a review report.

The review shall be done by members of the EMN Mathmet.

|  |  |
| --- | --- |
| Author(s) of guideline: |  |
| Name(s) Affiliation/Institute/Employer (as appropriate) of reviewer(s): |  |
| Date of review: |  |
| Document reviewed and version: |  |

| No | Topic | Yes / No / NA / Unknown / Fully Meets / Partially Meets / Does not meet | Comments |
| --- | --- | --- | --- |
| 1 | Is the overall content of the document (for eg: based on the abstract of the document) relevant for mathematics and statistics in metrology? |  |  |
| 2 | Is the document in English?  If no, use the comments box to record the language of the document and if there is a requirement to translate to English for the purpose of review.  Any additional (non-English) language versions are available? If yes, use the comment box to record the same. |  |  |
| 3 | Does the document have the below metadata?   * Title * Author(s) and their affiliations * Unique Identifier or Version Number * Issuer * Keywords * Status   Record as Fully meets/Partially meets/Does not meet with your comments. |  |  |
| 4 | Has the document undergone a former review process, review of both technical and presentation aspects of the document? Is that review available? |  |  |
| 5 | 1. Is the document spelled and formatted correctly with page numbering, appropriate headers, footers, table of contents and figures? |  |  |
| 6 | Has all the abbreviations, terms and definitions properly added? |  |  |
| 7 | Is the scope and field of application clearly stated?   1. Does the document state the targeted audience or readership? 2. Is the content appropriate to the target audience? |  |  |
| 8 | **Copyright and Licence**  Is the document adequately protected for copyright and IP if applicable?  If the answer is yes, use the comment box to specify for the below checkpoints.   1. Copyright holder is clearly stated? 2. Any license for use and reproduction is clear? 3. Arrangements for seeking permission (if required by license) clearly given? 4. Third party copyright (eg in quoted extracts) duly acknowledged?   Any applicable patent rights clearly stated? |  |  |
| 9 | Is the conclusion (if any) clearly stated, appropriate and relevant to the content? |  |  |
| 10 | Is the acknowledgment and citation added appropriately and relevant to the content? |  |  |
| 11 | Are the references appropriate? |  |  |
| 12 | Is the overall presentation of the document easy to understand for the intended readership? |  |  |

**Review summary and recommendation**

|  |
| --- |
| **Recommendation for guideline:**  Note: Choose one from the below.  - Publish link/reference for information;  - Publish link/reference as recommended reading;  - Do not publish reference  - Other [please specify]  Note: In addition, add the review summary and any other comments to the originating organisation for consideration. |

**Name(s) Affiliation/Institute/Employer (as appropriate) of approvers:**

Note: Once the review is completed, the guideline shall go through an approval. The approver(s) shall be within Mathmet.

**End of Checklist**

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Revised by** | **Description** | **Approved by** |
| 1.0.0 | 13/05/2025 | IG, KL | Released Version | N/A |