

PA EDiTorial's Reviewer Tips

*A practical guide to ensuring
quality, consistency, and
efficiency in the review process.*

PA EDiTorial is a trusted partner to
leading academic publishers,
delivering comprehensive support
across a range of key services.

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PRE-ACCEPTANCE

1

Familiarise yourself with the ethical guidelines for reviewers. A useful guide can be found **here**; however, each publisher has its own guidelines, which you should familiarise yourself with before starting your review.

2

If you have access, check the full article, and inform the editor if the manuscript does not fit your expertise, if you may have a conflict of interest, or if you are unable to review the manuscript for any reason. It is helpful to recommend alternative reviewers.

3

Once you have received an invitation to review, familiarise yourself with the journal review guidelines. These can often be found in the invitation email or within the review form. It may be helpful to review the author guidelines on the journal's website to clarify the scope and requirements.

4

Ensure you are likely to be able to complete the review in the allotted time. If you are unable to, let the editor know so that they can inform the author of any potential delays.

ACCEPTING TO REVIEW

Once you are sure you are the right candidate to review the selected article, you will likely be required to log onto the journal's submission system to open the manuscript and review form. Review forms can vary; they may be very structured or simply allow you to write free text.

Ensure that you keep the manuscript confidential at all times.

You must not share the manuscript, any part of it, or your review comments with anyone else without permission from the editor. This includes uploading the manuscript or any confidential peer review materials to generative AI tools or other online platforms, as this may compromise the confidentiality of the review process.

COMPLETING YOUR REVIEW

Each journal will provide detailed instructions guiding you through the review process. They will inform you of what specific information you should be assessing.

A general guide:

Provide your overall opinion and general observations.

Be courteous and constructive: highlight anything that is unclear and request further explanation.

Make suggestions on how clarity and quality could be improved.

Highlight if the English is not good enough for the paper's technical aspects to be fully understood.

Be positive when possible. If the paper will be an excellent addition to the literature, then it is useful to mention this.

Confirm whether you feel the subject of the paper is sufficiently interesting to justify its length. Highlight specific areas that may be shortened if appropriate.

Highlight any ethical concerns with the study. Experiments including patient or animal data should be properly documented. Most journals require ethical approval by the author's host organisation. Journal-specific guidelines provide details on this.

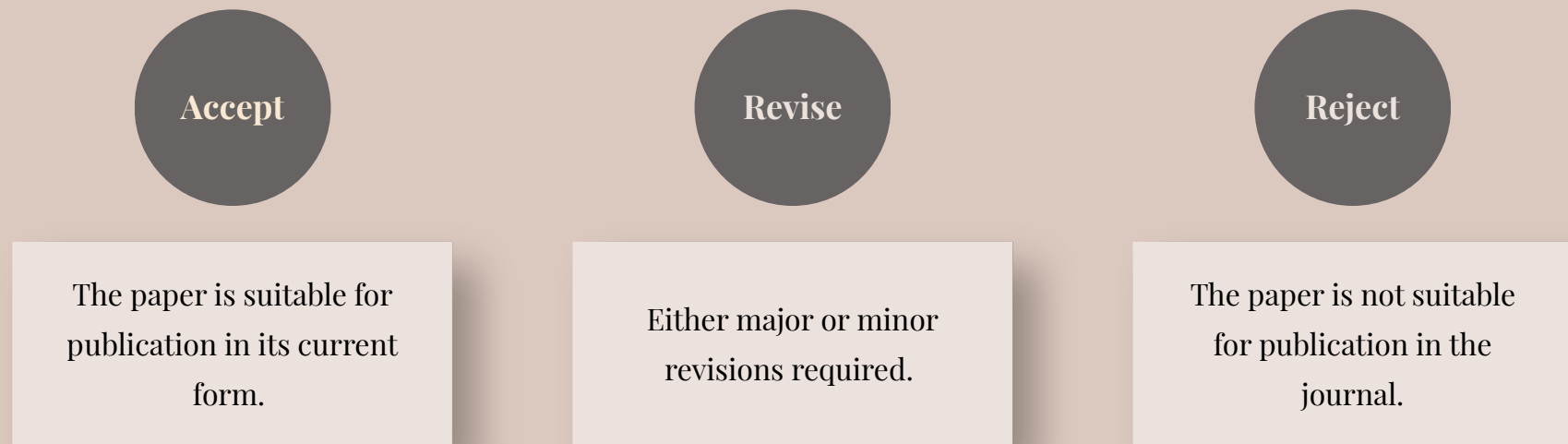
Stay within the scope of the article and do not veer off-topic.

The review should not include any personal remarks or personal details, including your name (unless it is an open peer review).

If you're reviewing a revised manuscript, the authors should have provided a list of reviewers' changes and/or comments. You should comment on whether the authors have satisfactorily responded to reviewer comments/concerns.

MAKING A RECOMMENDATION

Once you've completed your assessment, you need to make a recommendation to the editor regarding suitability for publication. Specific recommendation types can vary according to journal but generally include:



Your review should be suitable for sending to the author, although there will usually be an opportunity to direct separate comments to both the editor and author. To help the editor and author, it is sometimes helpful to structure your comments by numbering them or by separating them into major and minor issues.

TRAINING PROGRAMME

Some publishers now offer training programmes for reviewers, including:

- ➔ Wiley Researcher Academy
- ➔ Elsevier Certified Peer Reviewer Course
- ➔ Taylor & Francis Expert Peer Review Training
- ➔ Nature Masterclass: Focus on Peer Review
- ➔ IOP Publishing Peer Review Excellence Online Course

REVIEWER RECOGNITION

There are various ways you can receive credit for your review.

- ✓ Some publishers will provide a reviewer recognition certificate on request.
- ✓ Often, publishers will provide free access to journal content for a limited time or offer discounts on purchases.
- ✓ **Web of Science** allows you to create a profile to keep track of your publications and those that you have peer-reviewed.
- ✓ **ORCID** allows you to create an ID and keep track of manuscripts you have peer-reviewed.

GET IN TOUCH



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Expert journal management, from submission to
decision.