

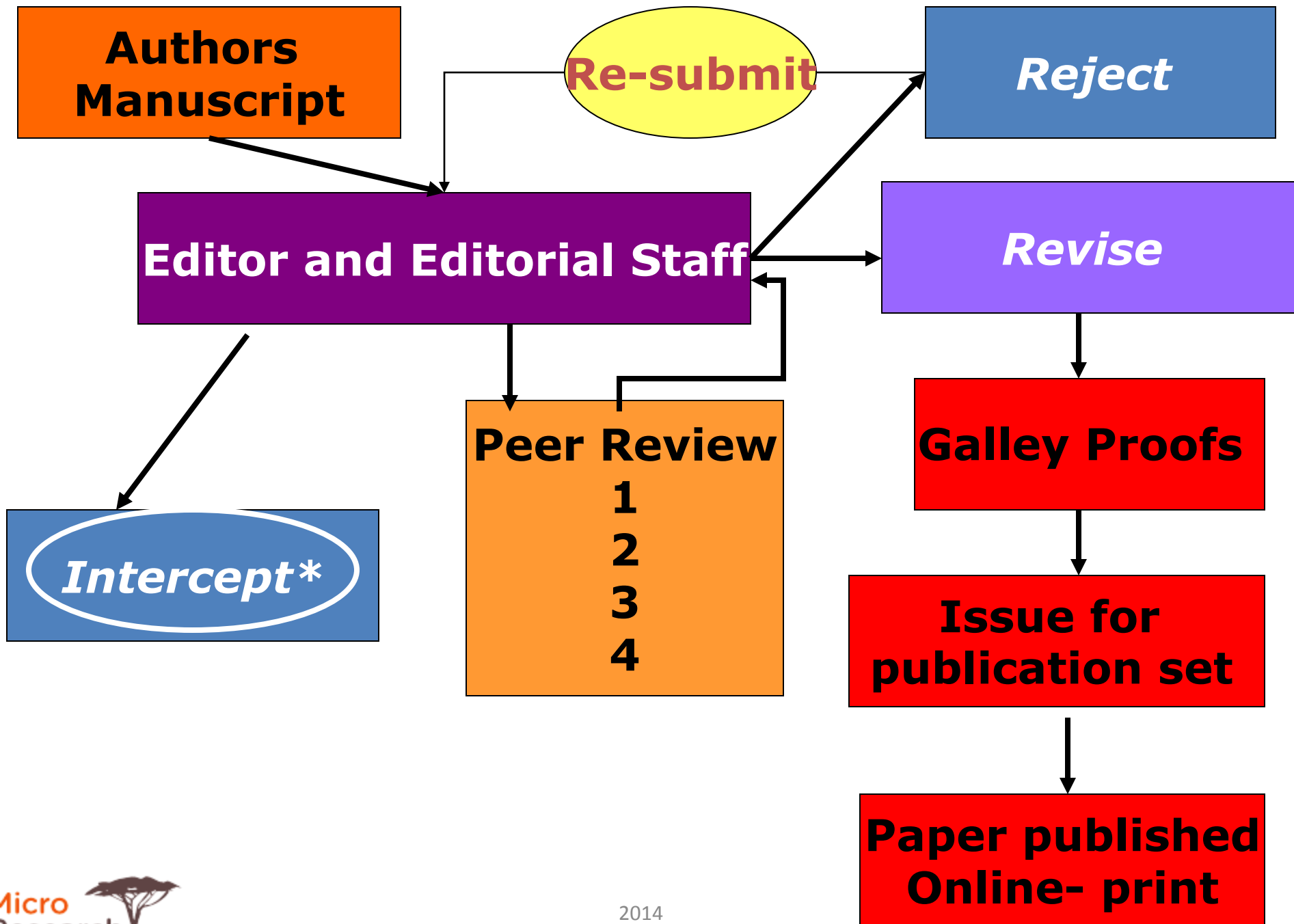
# Manuscript Review

Prepared by Noni MacDonald, Dalhousie University  
Editor-in-Chief Paediatrics & Child Health  
Former Editor-in -Chief CMAJ

# Objectives

**By the end of this discussion, the participant will be able to**

1. Outline the **steps for manuscript review** and acceptance at a medical journal
2. List the **major factors peer reviewers** are asked to **take into account** in reviewing a manuscript
3. Describe other **factors editors also consider**
4. List **common internal and external mistakes** in manuscripts
5. Explain editorial terms like **-intercept, revise, overhaul**



# Intercept-The Big “NO” Letter

**Editor + an associate editor  
looked over the  
manuscript: decided-**

not a fit by topic \*

bad science\*

poorly written\*

too many articles

on topic

not fit format of

journal

other.....

**No Reviews attached**



*upload.wikimedia.org*

# Technical Problems: Internal

## Research question

not clear

## Chaotic organization

not IMRaD

## Intro- a “mini” review”

## Methods

missing key elements

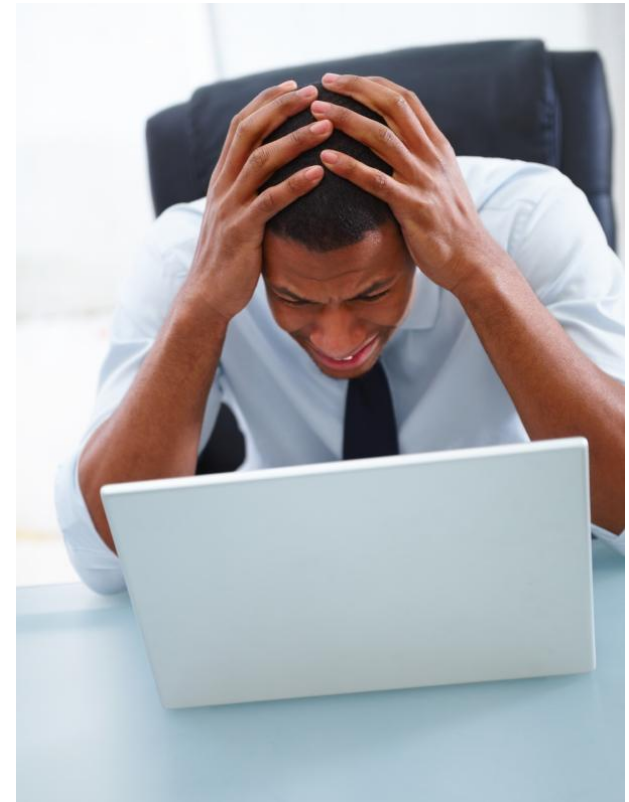
no description of tools

not able to replicate

e.g. no information on survey tool

poor research design

wrong stats



# Technical Problems: Internal 2

## Results unclear

table = text-redundant  
data not in table nor text  
table data  
conflicts with text data



## Discussion

- not related to results
- new results given-no data
- too much ranting
- too long, too complex

## Missing key refs

# Technical Problems: External Time

*timeliness* of paper



**Journal selected, instructions not followed**

**English, Grammar, Proof reading-poor**

# Editor Issues

Sound science

Originality/controversy

Fit to journal

Conflict of Interest

Plagiarism-others

-yourself

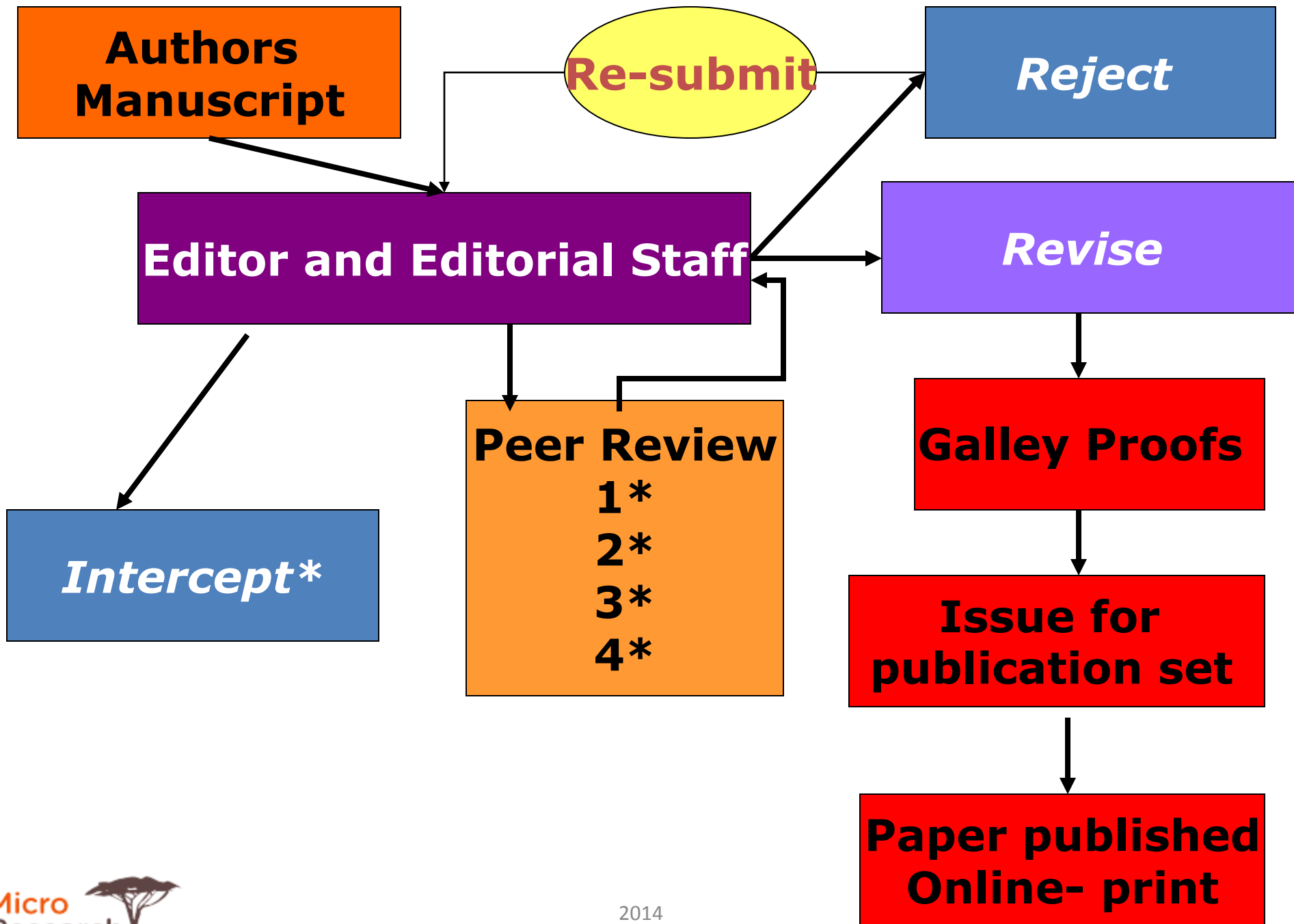
“Duplicate” publication

Author contribution

Copyrights







# Peer Review 1

**Editor or Assoc Ed decides is worthy to go out for review**

2 to 6 reviewers selected

- may include 1 or 2 suggested by author
- looking for at least 2 to 3 reviews to come in
- electronic review invitations faster, attached to database

# Peer Reviewer Responsibilities

- Provide honest, critical assessment
- Avoid or disclose conflicts of interest
- Accept to review only if in area of expertise
- Agree to review only if can be completed on time
- Report suspected duplicate publication, plagiarism, fraud, or ethical concern
- Write the review in a collegial, constructive manner

**Review suggestions should improve the manuscript**

- Maintain confidentiality.....

# Peer Review: Criteria

## *Manuscript*

“privileged” information  
do not disclose to  
others

**Destroy after your  
review-** paper, tables,  
figures etc

**If shared work of  
review-** when report  
state with whom did  
this



# Peer Review: Criteria

## ***Scientific Quality***

methods

- match questions
- stats\*\*; \*\* maybe

stats reviewer

- trial registered

data for conclusions

## ***Presentation***

clarity of writing

title - specific

- fits content

abstract

- brief, clear

figures and tables

## ***Research Violations***

ethics: human, animal

## ***Confidential to Editor***

novelty, significance

Rating: rank to sci in field

## ***Comments for Author***

# each, design, data

consistent with rating

# Peer Review Criteria Check List

1. Importance of research question
2. Originality of research
3. Delineation of strengths & weaknesses  
methodology/experimental /  
statistical/interpretation of results
4. Writing style-table /figure  
presentation, citations accurate
5. Ethical concerns  
human, animal,  
plagiarism, conflicts of interest
6. Is it a good read?

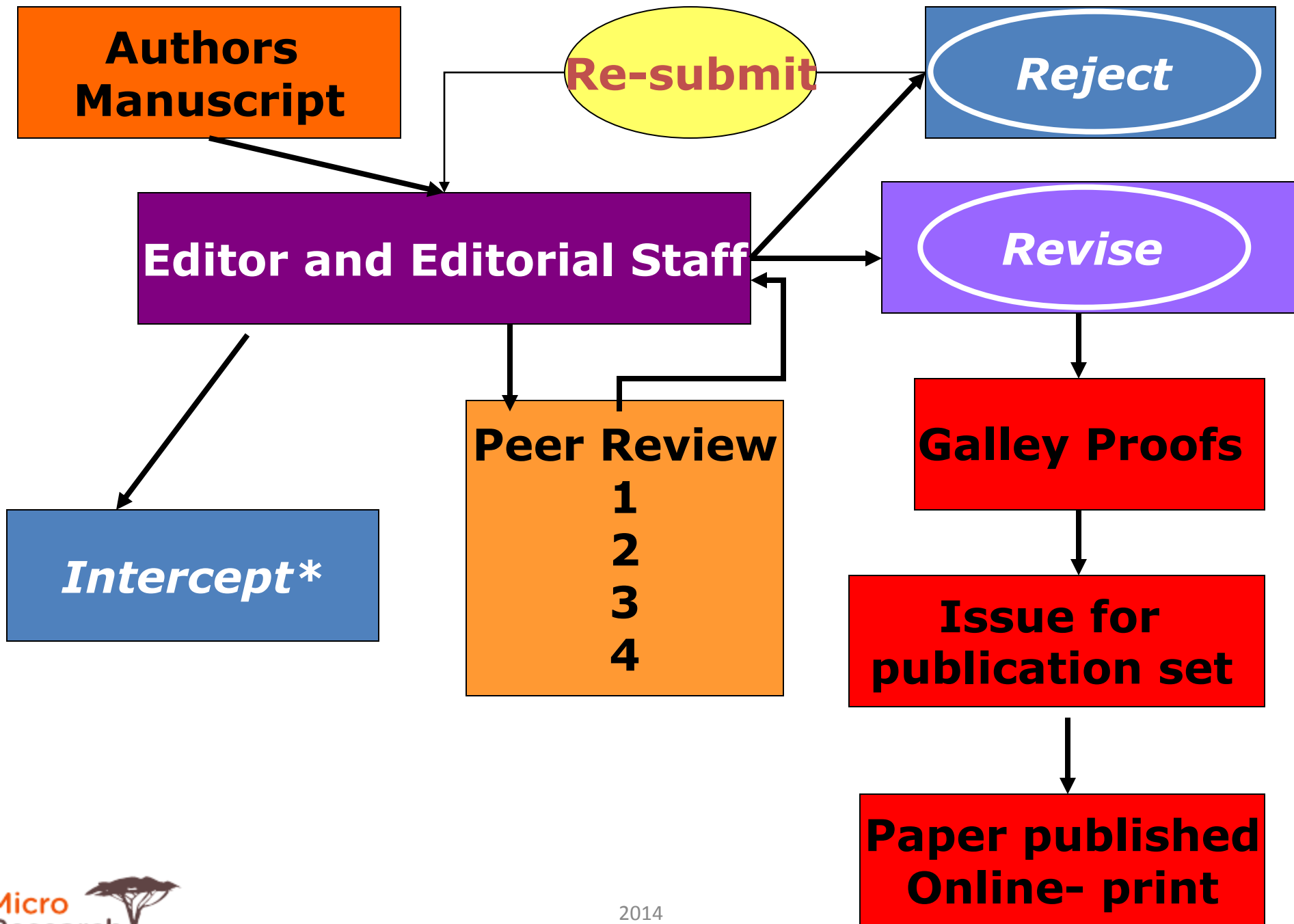
*Benos et al Advances in Physiology Education 2003;27:47-52*

*Roberts et al. Academic Psychiatry 2004:28:81-87*

# Peer Review: Editors Evaluation

1. Thoroughness, comprehensiveness
2. Timeliness
3. Citation of evidence to support critique
4. Constructive criticism
5. Objectivity
6. Clear statement re priority and appropriateness

*Benos et al Advances in Physiology Education 2003;27:47-52*





# Reject Letter

## Take time

review comments  
editor, reviewers

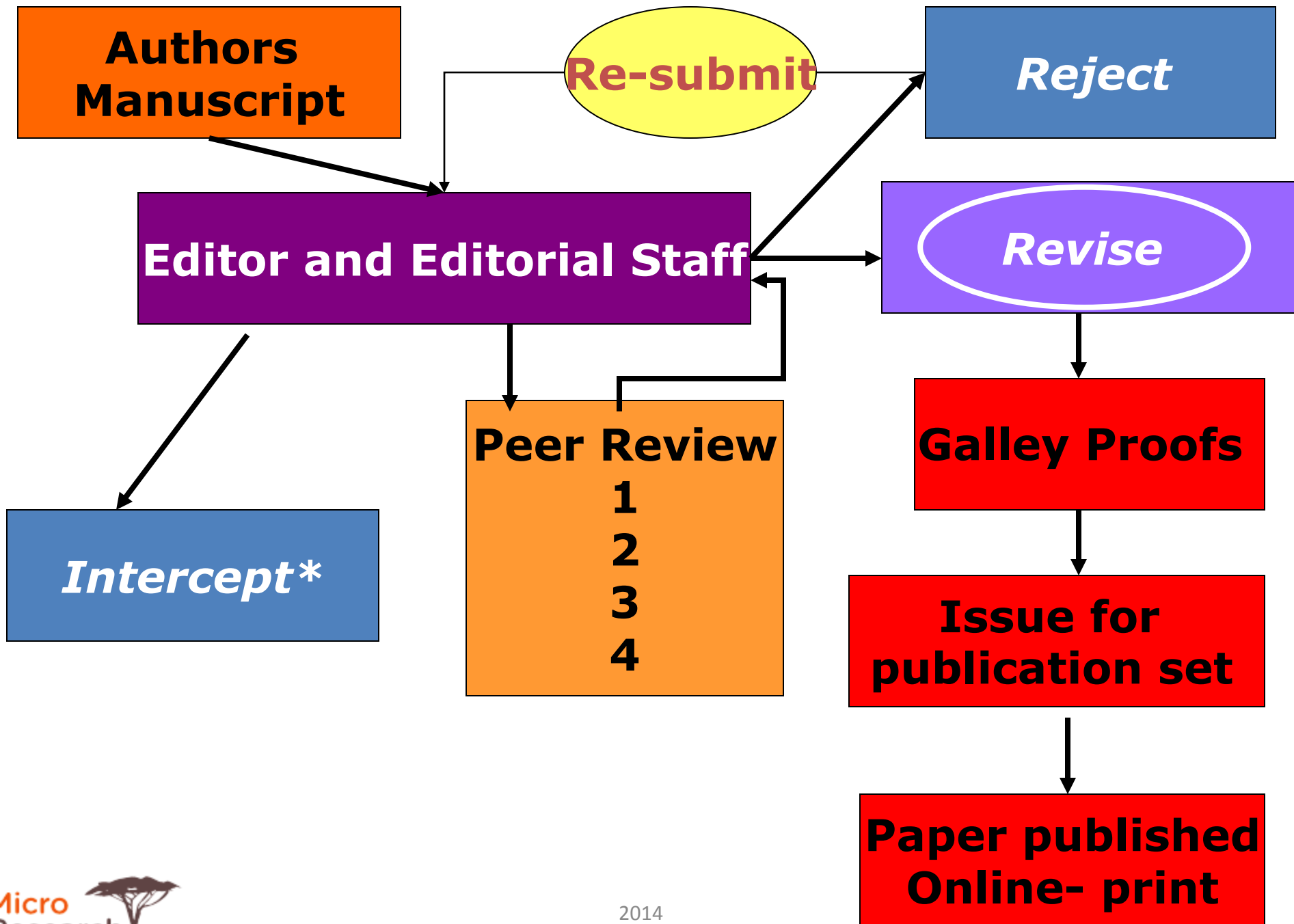


## Consider

submit to  
another journal  
resubmit to same  
journal: address  
all concerns



*bp0.blogger.com*



# Revise $\neq$ Accept



**One step closer but....**

**Address all comments**

change what can,

explain why not if not

**Take your time**

**but do NOT dawdle**

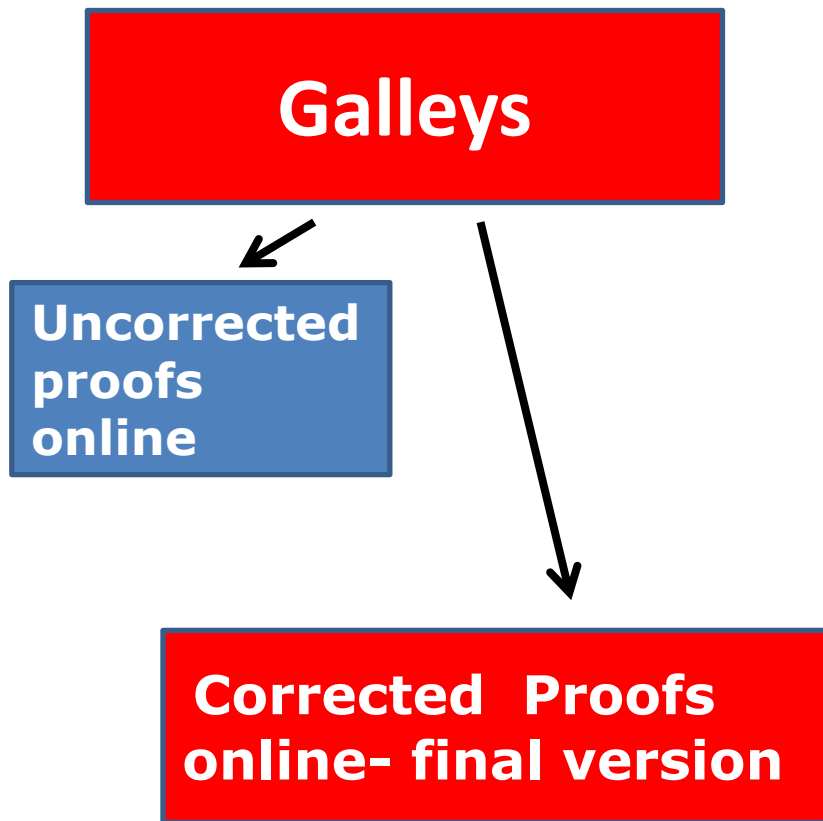
**serious work**

**May go out for review**

**again.....**

*Kotsis and Chung. Manuscript Rejection: How to Submit a Revision and Tips on Being a Good Peer Reviewer. Plast. Reconstr. Surg. 2014 ;133: 958- 964.*

# E- Mail: Accepted but....



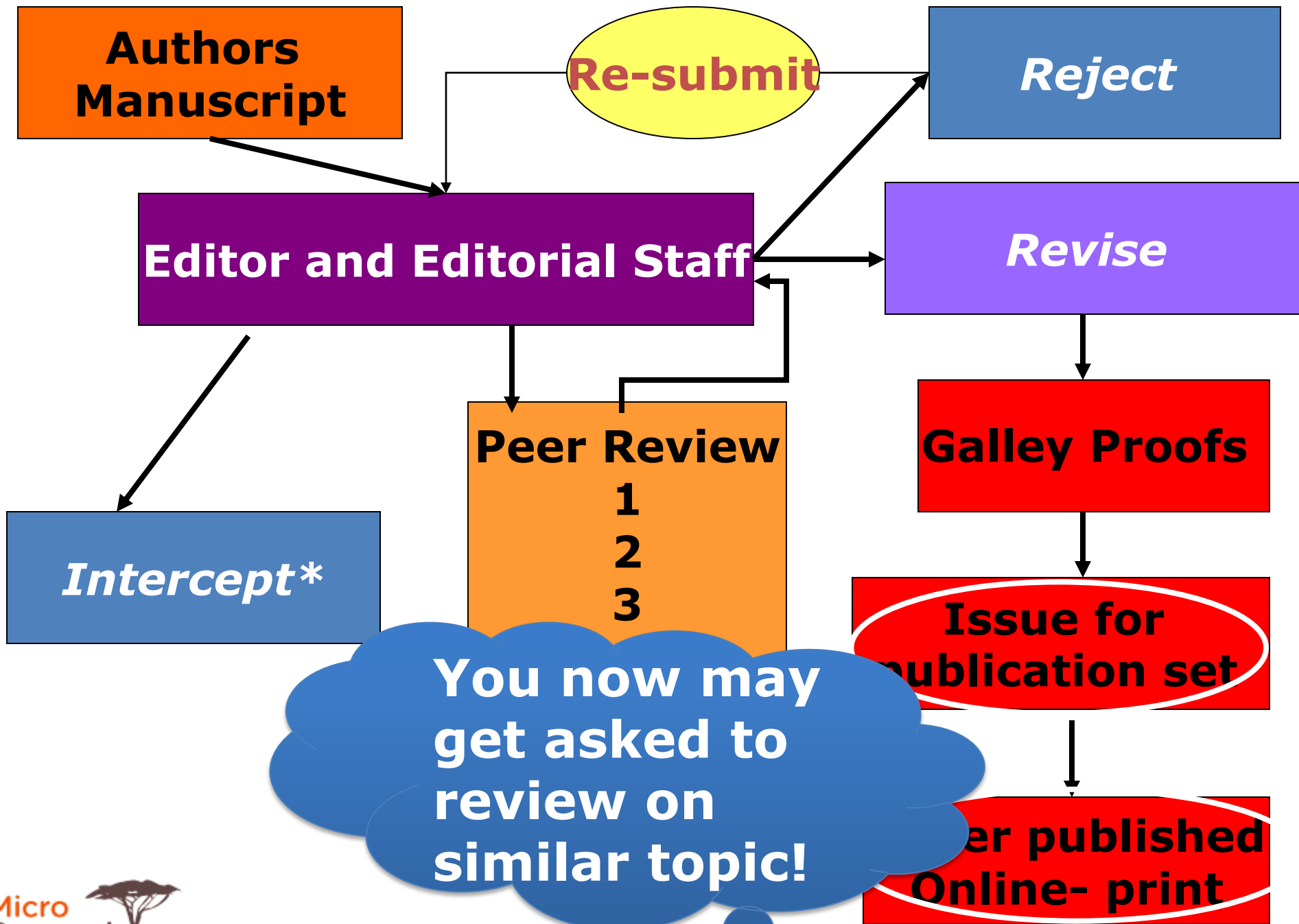
- Will come ahead of galleys/proofs
- Galleys may be up online as “uncorrected proofs” .....doi #

**Can now say article “in press” and cite the DOI (digital object identifier)**

# Galley Proofs



- 1. Only get one set**
- 2. Usually on line or email**
- 3. Answer all queries- will be numbered**
- 4. Check with great care**
  - tables
  - figures
  - text = data
  - citations
  - authors names and spelling
- 5 Time deadline!!!!**
- 6. Final version** online/ in print corrected proofs with precise journal location **i.e. reference**





# MR Team Work Day 4

1. Further refine your research question with your coach
2. Note what background information will be needed and assign tasks to gather this (Homework)
3. Begin to think about what methods will be used given maximum MR budget