

TOP 10 Peer Review Tips

Navigating peer review as a first-time author or reviewer can be difficult.

Doing so responsibly and with skill can be a true challenge. Whether you are an author or a reviewer, follow these tips to become a pro at peer review, to see it as an adventure and an opportunity for professional growth.

1

Keep it professional and respectful.

Reviewers should make sure to take a big picture perspective and to keep the tone and wording respectful. Authors should respond to reviewer's comments in the same manner.



2

Don't take it personally.

Reviewers should assume best intent from authors, and authors from reviewers. Be careful that your review and response is not defensive, emotional, or omits key requests.



3

Focus on the research, not the grammar.

When there are typos or grammatical issues, mention this in your comments to the author and editor, but your rating or recommendation should focus on the scientific merit.



6

Be upfront about any conflicts of interest.

Authors should share any potential concerns about reviewers with editors. Reviewers should decline to review if there are conflicts of interest.



5

Your approach should be both careful, analytical, and balanced.

While it's crucial to point out key negative scientific issues with a manuscript, keep your approach analytical in nature, and remember to also point out any positives.



4

Be timely, but also take your time.

When you accept a review, don't start it at the last minute — be sure to schedule in advance. Reviewers should provide constructive feedback with specific achievable recommendations. Authors should respond to every reviewer recommendation.



7

Stay organized.

Reviewers should first take a big picture approach, and then structure and prioritize the specific recommendations. Authors should do the same in their responses.



8

Check your bias.

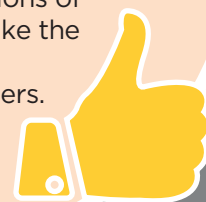
Become aware of your own implicit biases and check them during peer review.



9

Assume best intentions.

If a reviewer comments that they didn't understand the research described, the author should take this as an opportunity to better explain or rewrite portions of their manuscript to make the manuscript easier to understand for all readers.



10

Respect confidentiality.

The research shared during peer review has often not yet been publicly available. Reviewers agree to honor this confidentiality by accepting the offer to review, and should not share the findings in any fashion with colleagues or others.

