

مركز بحوث

الدراسات العلمية و الطبية

RESEARCH CENTER

FOR FEMALE SCIENTIFIC AND MEDICAL COLLEGES

عمادة البحث العلمي

جامعة الملك سعود



How to be a reviewer?

Dr.Dina Metwally
Associate professor of Parasitology

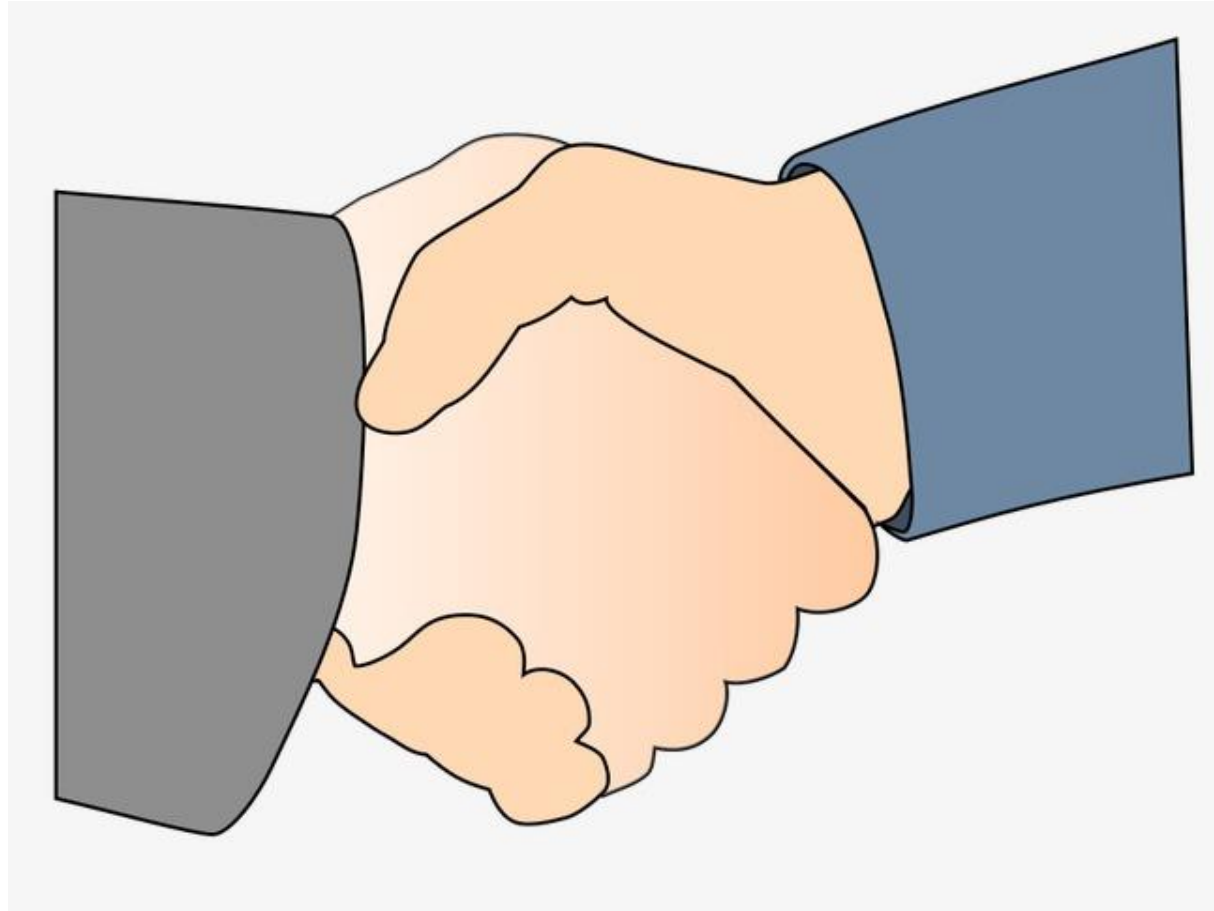
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Rules

dhasanin@ksu.edu.sa 0580066073





- What is reviewing?
- How Peer review works?
- Who reviews?
- Role of the Peer Reviewer
- Benefits of the Peer Review
- What to Focus on During a Peer Review
- Best Practices for Peer Reviews
- Decision on the manuscript

Evaluating the quality of scientists' to ensure the work is rigorous, coherent, uses past research and adds to what we already knew.



Reviewing is:

1. Quality control: publish or not?

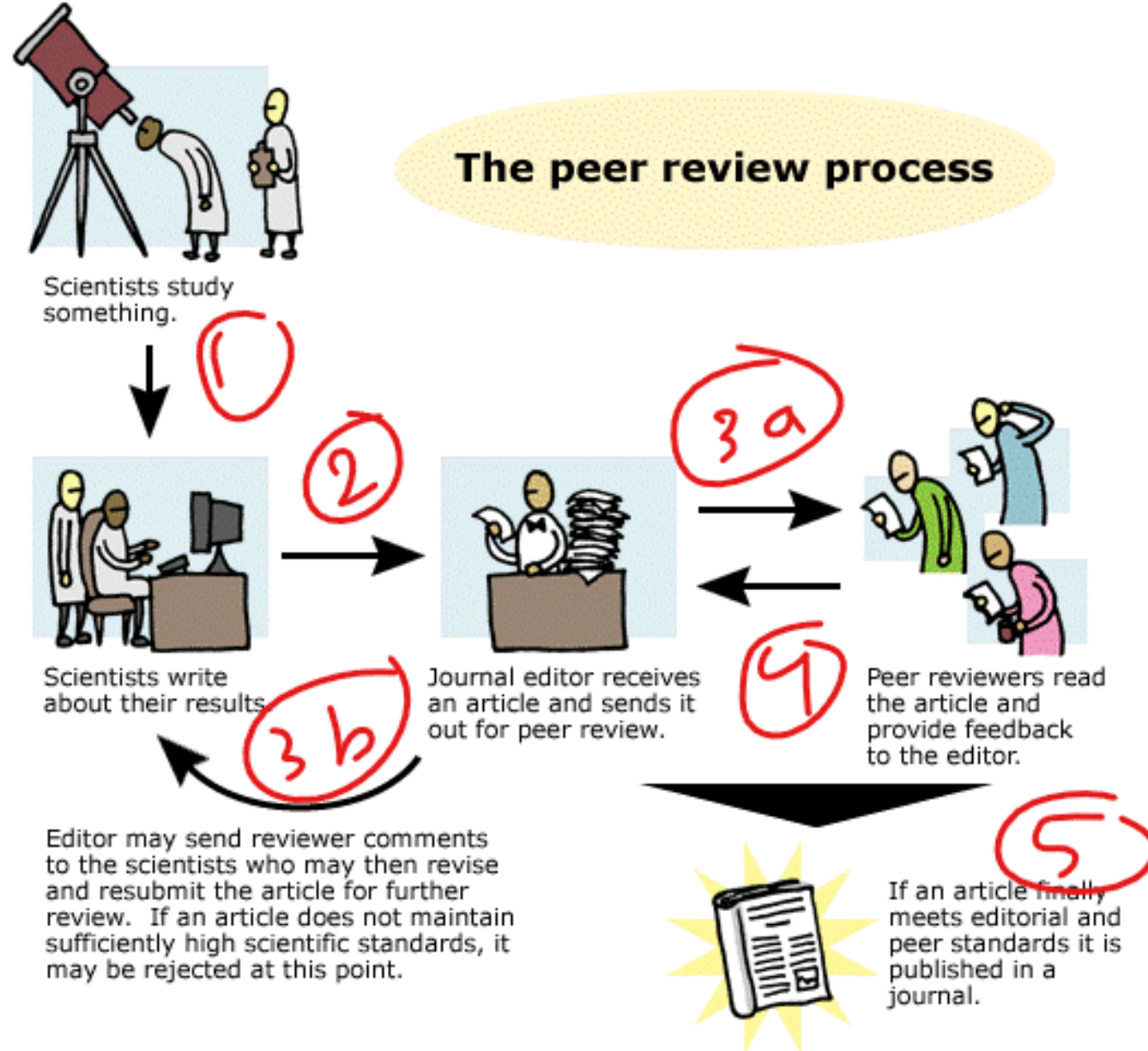
2. Constructive criticism: how to improve?

Be as efficient as possible with the first, to leave most time for the second.



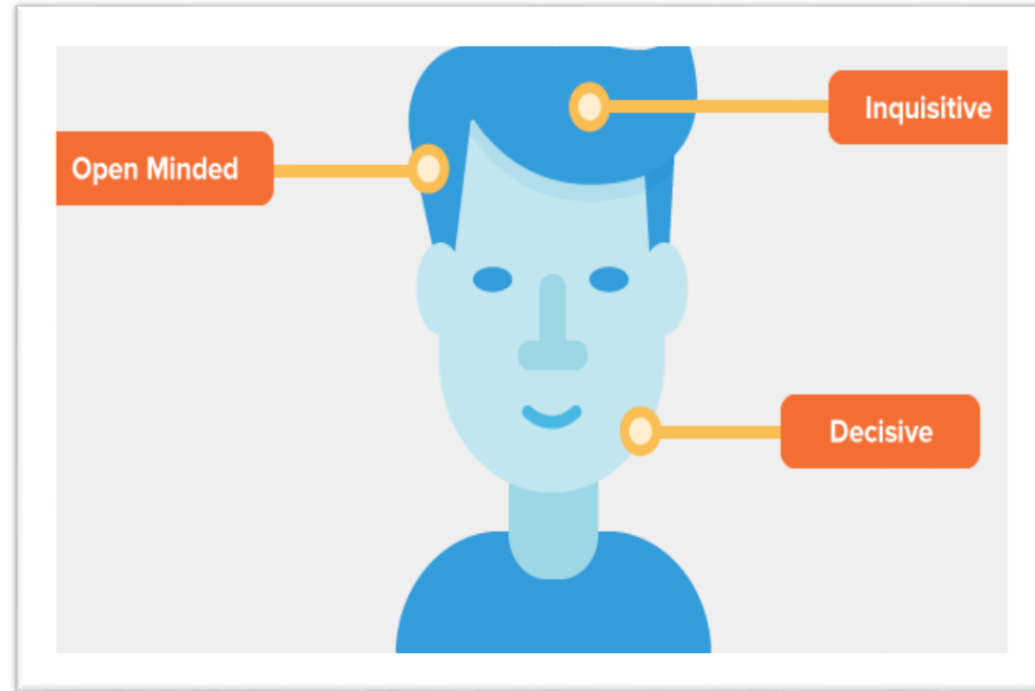
How Peer review works?

dhasanin@ksu.edu.sa 0580066073



Who reviews?

dhasanin@ksu.edu.sa 0580066073



The less experience you have, and the less knowledge of the field, the longer you will need to spend on a review.



- Mostly established **academics** -it's an eternal duty...Typically, a **second-year PhD student** may **co-review with supervisor**; a **final-year PhD student** might **write review independently** if in own area.

The reviewer's role is:

- To provide thoughtful and specific narrative comments.
- To help the writer get her/his point across in the most effective way possible.
- To show respect for that writer's ideas.
- To comment on the writing, not the writer.



The reviewer's role is not

- To agree or disagree with the writer.
- To convert the writer to any particular viewpoint.
- To argue with the writer about points in the text.
- To proofread for spelling errors.



I consider **4** factors:

- 1- Whether I'm sufficiently knowledgeable about the topic to offer an intelligent assessment ?
- 2- How interesting I find the research topic ?
- 3- Whether I'm free of any conflict of interest ?
- 4- Whether I have the time?

If the answer is **Yes**, then I **AGREE** to review.

1- Who is the audience?

Reviewers should try to think about what audience is targeted by the text and offer suggestions for ways that the writer might alter the organization of ideas, language, or overall tone to best fit that audience.

2- What is the main idea?

The first thing a reviewer should do is to identify what he or she thinks is the main idea in the draft. If that does not match what the writer intended, this information alone is valuable to the writer.

3- What does the reader need to know about an idea for it to make sense?

- Deciding how much information is enough requires the writer to have some idea of what the reader knows about the topic.
- A good reviewer helps the writer by pointing out language and concepts that they do not understand.

4- Are examples needed?

- If the reader is unclear as to what point or points a writer is trying to make, then more examples that provide detailed explanation are probably needed.
- The reviewer should point out every place in the draft where the main idea or supporting ideas are unclear.

5- Is evidence or support needed?

- The job of the reviewer is to help the writer determine which claims need to be supported with evidence and which claims simply need to be revised. Look for sweeping generalizations, unsupported claims that look like facts, and facts that are not common knowledge.

6- Is the topic appropriate to the writing task?

- As you review the draft, ask yourself if the topic is too general or if it is too specific. Determine whether the draft adequately explains all of its points.

7- Are the main points of the draft organized in a logical way?

Circle the writer's main point and the topic sentence of each paragraph. After these points are circled, look at them to see if they seem to occur in a logical order and if the topic sentences fit with the main point of the draft.



Peer Review Criteria Guide

Benefits of the Peer Review

- Peer review provides another set of eyes “fresh eyes” on your paper.
- It gives the writer the point of view of the reader.

What to Focus on During a Peer Review?

dhasanin@ksu.edu.sa 0580066073

During a peer review, focus on:

- Understanding what the writer is trying to say before offering your suggestions.
- Making one comment that refers to several parts of the paper rather than commenting on the same thing repeatedly.
- Remembering that the goal of the review is to help the writer improve the effectiveness of his/her message, not for the writer and reviewer to share the same opinions on the topic.

How do you go about drafting the review?

dhasanin@ksu.edu.sa 0580066073

Callaham

Using a copy of the manuscript that I first marked up with any questions that I had, I write a brief summary of what the paper is about and what I feel about its solidity. Then I run through the specific points I raised in my summary in more detail, in the order they appeared in the paper, providing page and paragraph numbers for most. Finally comes a list of really minor stuff, which I try to keep to a minimum. I then typically go through my first draft looking at the marked-up manuscript again to make sure I didn't leave out anything important. If I feel there is some good material in the paper but it needs a lot of work, I will write a pretty long and specific review pointing out what the authors need to do. If the paper has horrendous difficulties or a confused concept, I will specify that but will not do a lot of work to try to suggest fixes for every flaw.

I try to act as a neutral, curious reader who wants to understand every detail. If there are things I struggle with, I will suggest that the authors revise parts of their paper to make it more solid or broadly accessible. I want to give them honest feedback of the same type that I hope to receive when I submit a paper.

Müller

How do you go about drafting the review? (con't)

dhasanin@ksu.edu.sa 0580066073

Al-Shahrour

I start with a brief summary of the results and conclusions as a way to show that I have understood the paper and have a general opinion. I always comment on the form of the paper, highlighting whether it is well written, has correct grammar, and follows a correct structure. Then, I divide the review in two sections with bullet points, first listing the most critical aspects that the authors must address to better demonstrate the quality and novelty of the paper and then more minor points such as misspelling and figure format. When you deliver criticism, your comments should be honest but always respectful and accompanied with suggestions to improve the manuscript.

Chambers

I use annotations that I made in the PDF to start writing my review; that way I never forget to mention something that occurred to me while reading the paper. Unless the journal uses a structured review format, I usually begin my review with a general statement of my understanding of the paper and what it claims, followed by a paragraph offering an overall assessment. Then I make specific comments on each section, listing the major questions or concerns. Depending on how much time I have, I sometimes also end with a section of minor comments. I may, for example, highlight an obvious typo or grammatical error, though I don't pay a lot of attention to these, as it is the authors' and copyeditors' responsibility to ensure clear writing.

I try to be as constructive as possible. A review is primarily for the benefit of the editor, to help them reach a decision about whether to publish or not, but I try to make my reviews useful for the authors as well. I always write my reviews as though I am talking to the scientists in person. I try hard to avoid rude or disparaging remarks. The review process is brutal enough scientifically without reviewers making it worse.

Since obtaining tenure, I always sign my reviews. I believe it improves the transparency of the review process, and it also helps me police the quality of my own assessments by making me personally accountable.

- *Chambers*

How long does it take you to review a paper?

dhasanin@ksu.edu.sa 0580066073

- It usually takes me a few hours. Most of the time is spent closely reading the paper and taking notes. Once I have the notes, writing the review itself generally takes less than an hour.

Walsh

- It can take me quite a long time to write a good review, sometimes a full day of work and sometimes even longer.

Selenko

- Normally, a peer review takes me 1 or 2 days, including reading the supporting information.

Müller

To avoid unintended negative outcomes, peer reviewers should:

1. 1- Always read the entire draft before making any comments.
2. 2- Assume that the writer is being sincere when making claims even if the ideas seem strange.
3. 3- Always re-read all comments and responses before making the review public to the writer or anyone else.
4. 4- Never, ever send a response when aggravated or angry.

5. When reviewing **on paper**, number the sentences in each paragraph and then number each paragraph. Use these numbers to reference where your comments apply.
6. When reviewing **online**, make sure to check your annotations for typos before sharing them.
7. Consistently use one method of notation and make sure the writer understands that method.

Advice for researchers who are new to the peer- review process

dhasanin@ksu.edu.sa 0580066073

1- Be concise, but specific.



If the paper is bad, say why, as specifically as possible, and try to phrase positively (**The paper would have been better if...**). If it's been done before, give the reference. If a statement is false, give a counterexample.

Advice for researchers who are new to the peer- review process

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2- Be polite, but not bland.



Remember the authors are human and getting a bad review is a horrible experience: but also that you're part of the quality control mechanism and the journal editor needs to be able to tell what you really think, easily.

- A good peer review requires disciplinary expertise, a keen and critical eye, and a diplomatic and constructive approach.

Decision on the manuscript

dhasanin@ksu.edu.sa
0580066073

- Accept
- Accept with minor revision
- Accept with major revision
- Reject



<http://cutt.us/QWnfG>



Manuscript Review

Reviewer's Information

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Title:	
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Manuscript Information

Journal Name:	
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Reviewer's Blind Review Comments to Author

Kindly enter your comments based on the following sections. Also please include text excerpt or row / page no. from the manuscript for ease of reference by the author.

1.	Originality:	1. <<provide your comments on how original is the research being conducted e.g. is it contributing to new knowledge, reinvent the wheel etc.>>
2.	Scientific Quality:	1. <<provide your comments on the manuscript's quality from the scientific viewpoints>>
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4.	General Comment:	1. <<provide the key observations / salient points that you can discover from the manuscript>>
5.	Abstract:	1. <<provide your comments which include: purpose, design /methodology / approach, findings, limitations / implications, originality / value & keywords of the abstract>>
6.	Introduction:	1. <<provide your comments which include: background information, research problem, research objective(s), research question(s)>>
7.	Literature Review:	1. <<provide your comments on the adequacy of the literature reviewed, the use of updated literature, underpinning theory / theoretical frameworks etc.>>
8.	Methodology:	1. <<provide your comments on how the research / study is being conducted e.g. conceptual framework / research model, operationalization of the constructs / variables, research design / method, types of instrument used, sampling, data collection approach, proposed data analysis techniques / tools etc.>>
9.	Results:	1. <<provide your comments on the empirical findings / evidences which include accuracy, reliability, validity etc.>>
10.	Discussions:	1. <<provide your comments on the points discussed & justified by the author>>
11.	Conclusions:	1. <<provide your comments on the research limitations, future research recommendation and conclusion of the manuscript>>
12.	References / Bibliography:	1. <<provide your comments inclusive references / bibliography are following the appropriate format e.g. APA, MLA, Harvard etc., tally with & matching the citations in the manuscript's body text etc.>>

13.	Figures:	1. <<provide your comments on how the figures are meeting journal's author guidelines e.g. in terms of size, graphic resolution etc.>>
14.	Tables:	1. <<provide your comments on how the tables are meeting journal's author guidelines e.g. in terms of size, APA format etc.>>
15.	Others:	1. <<provide other comments not belong to above sections e.g. presentation etc.>>
16.	Reviewer's Decision Comment:	1. <<provide overall evaluation on the manuscript>>

Please rate the following: (1 = Excellent) (2 = Good) (3 = Fair) (4 = Poor)

1.	Originality	
2.	Scientific Quality	
3.	Relevance to the Field(s) of Journal	
4.	Depth Of Research	
5.	Abstract	
6.	Introduction	
7.	Literature Review	
8.	Methodology	
9.	Results	
10.	Discussions	
11.	Conclusions	
12.	References / Bibliography	
13.	Figures	
14.	Tables	
15.	Clarity Of Presentation	
	Total Score:	

Reviewer's Confidential Comments to Editor

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Recommendation

Kindly mark with an X

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