

GUIDELINES FOR REVIEWERS

The reviewer's report is essential to the editorial process. Your comments will have a major influence on the Editors' decision about the manuscript and the authors will benefit from your feedback. Some general considerations when writing your comments to the authors are provided below. Suggestions for improving the manuscript and/or the study will be well received and very useful for younger researchers. Your review will be anonymous. It is essential that the content of the manuscript be kept confidential.

Review Form:

In addition to written comments to the authors and Editors, you will be asked to respond to several questions on the review form. You will be asked to provide one of four recommended decisions for the manuscript:

Accept. The manuscript is acceptable for publication as is or it requires only minimal revisions/clarifications and does not need to be re-reviewed.

Minor Revision. The manuscript is likely to be accepted after authors address requests for revision that do not involve major re-working of the data analysis and presentation or of the organization and text of the manuscript.

Major Revision: The manuscript may possibly be accepted with major revisions. The manuscript is promising but needs major revisions and, in the judgment of the reviewer, may be unacceptable depending on the responses of the authors to the review. If the reviewer feels that ratings of novelty and importance will not improve even if the manuscript is adequately revised, the decision should be Reject, not Major Revision.

Reject. The manuscript is not of sufficient quality, novelty or importance to warrant publication.

General Considerations When Preparing Comments for Authors:

- Be concrete.
- Be clear.
- Use the third person.
- Be brief.
- Timeliness in reviewing is essential.
- Disclose potential conflicts of interest.
- Report suspected plagiarism or other breaches of ethics.
- Disclose limitations.
- Manuscripts should be considered confidential.
- Reviewers should not be disrespectful to the authors or dismissive of their work. Following some of the earlier suggestions (being clear and specific and addressing your comments to the editor) can help in this regard.