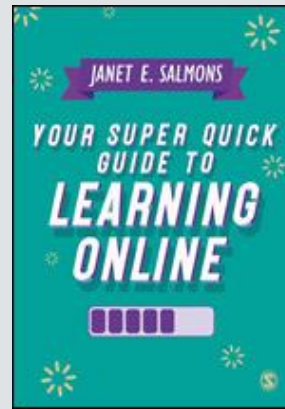
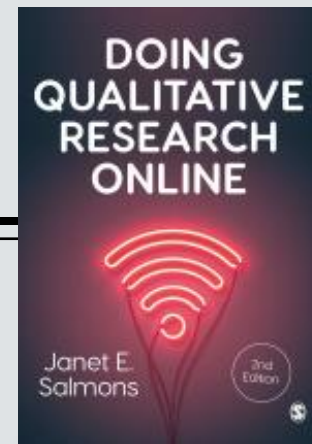
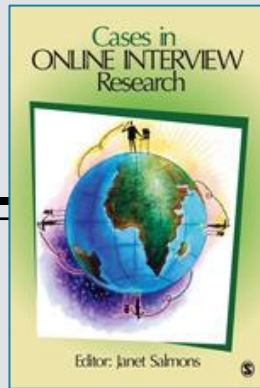




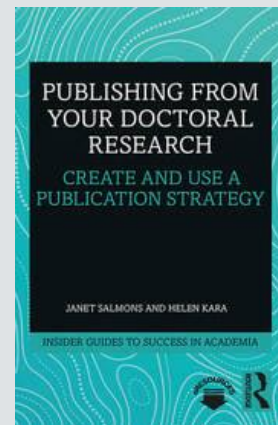
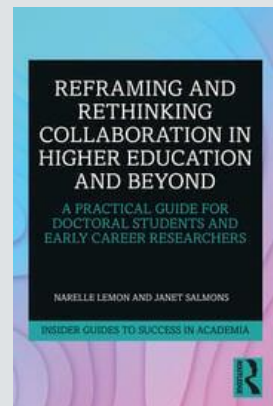
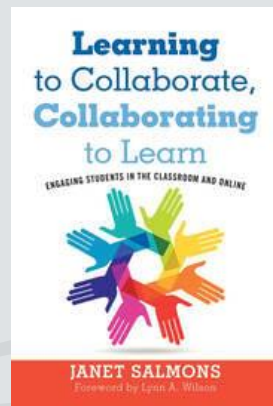
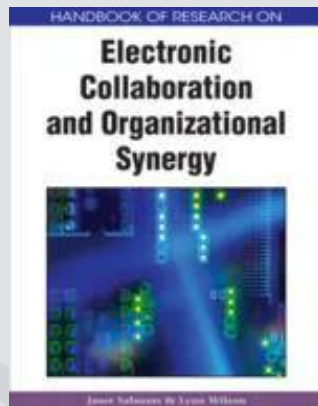
# REVIEW AND BE REVIEWED: PEER REVIEW

Janet Salmons, PhD





I'm a free-range Scholar  
Editor, When the Field is Online newsletter  
<http://tinyurl.com/qualnews>  
2024 Fellow, Center for Advanced Internet Studies



# Agenda

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Introduction:  
Why Is Peer  
Review  
Important?



Part 1:  
Becoming An  
Excellent Peer  
Reviewer



Q&A



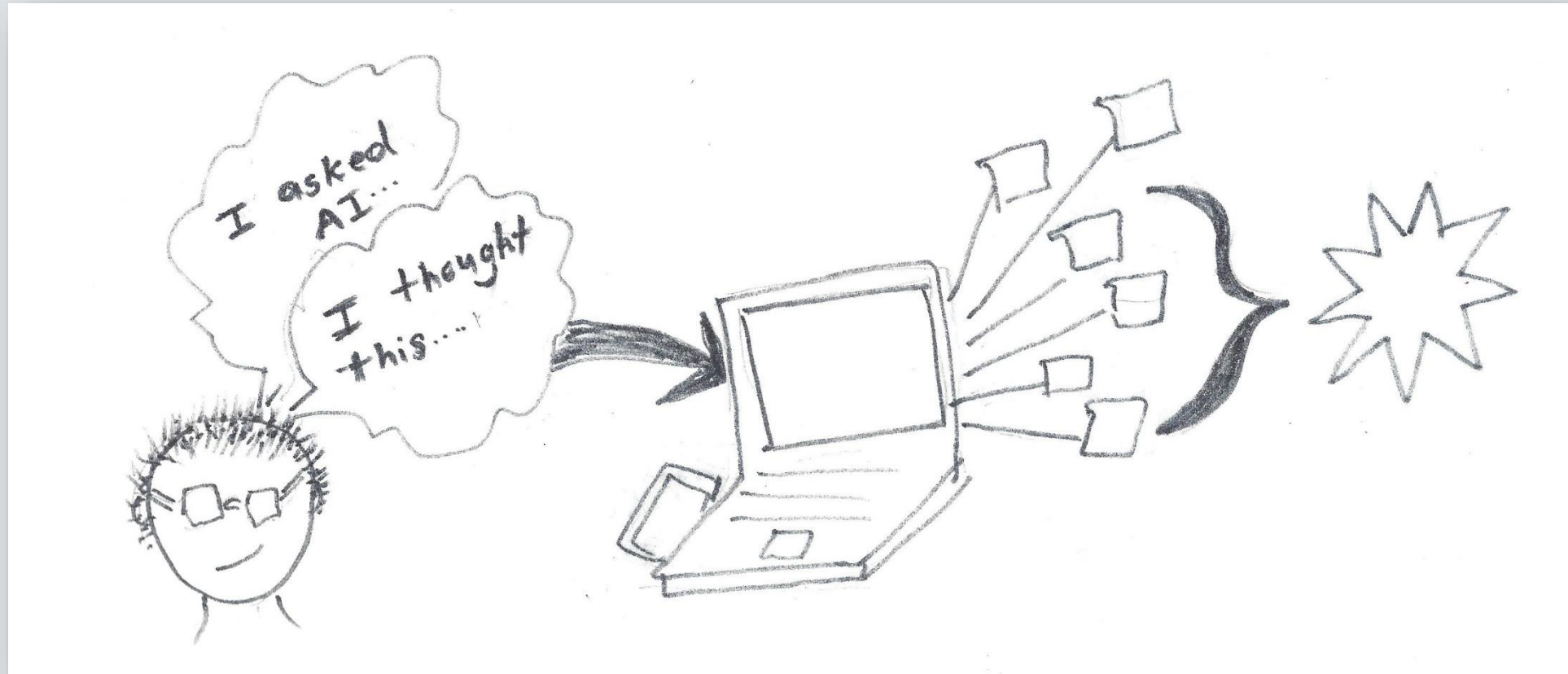
Part 2:  
Improving Your  
Work Based On  
Reviews



Q&A

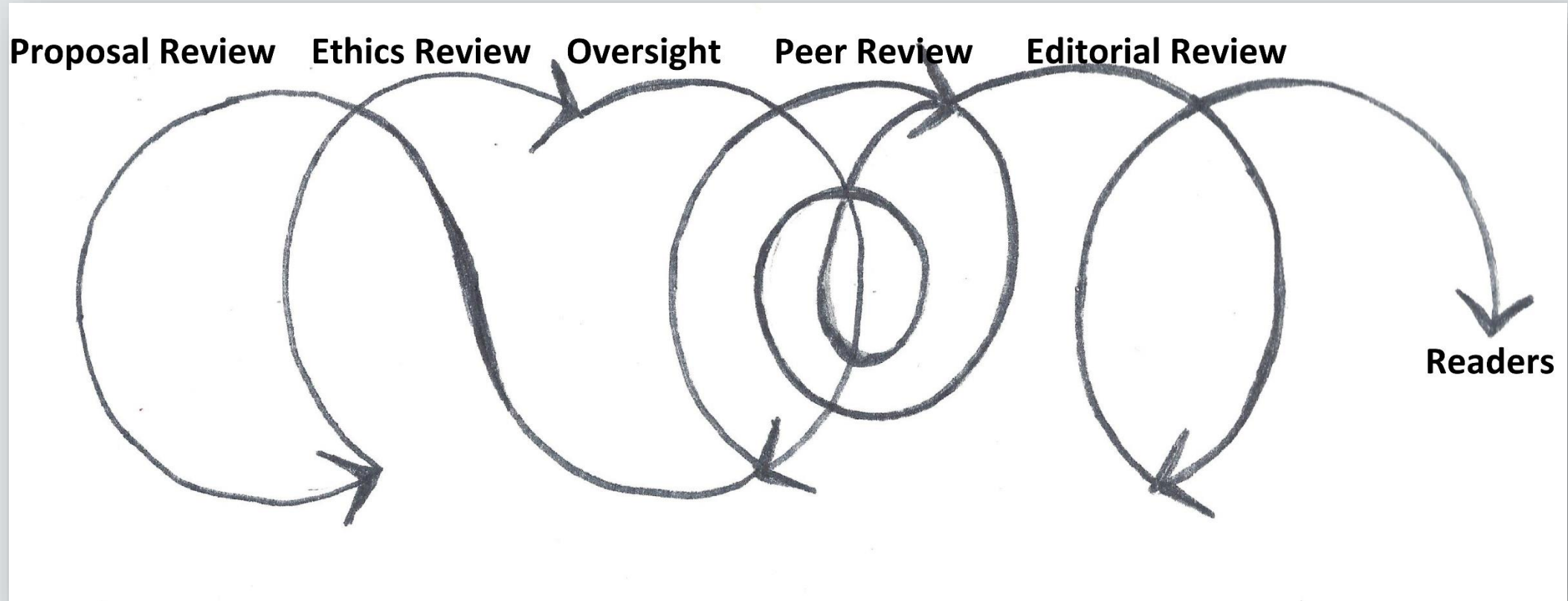
# Introduction: Why is peer review important?

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# What is *Peer Review*?

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# Types of peer review?

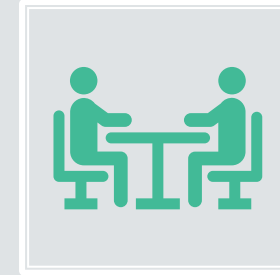
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Single anonymous or blind peer review: Name of reviewer is hidden from author

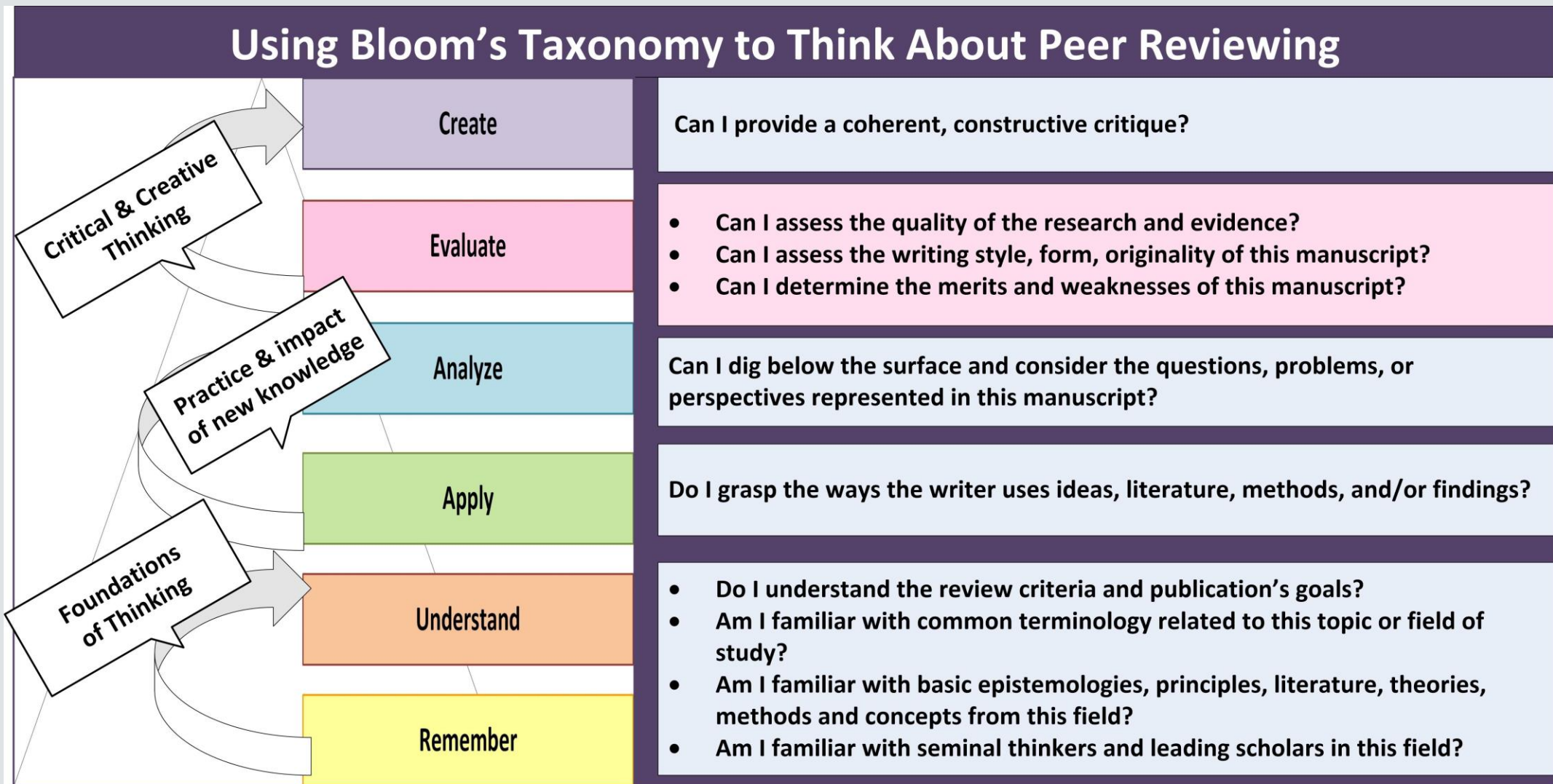


Double anonymous or blind peer review: Names of reviewers and authors are hidden.

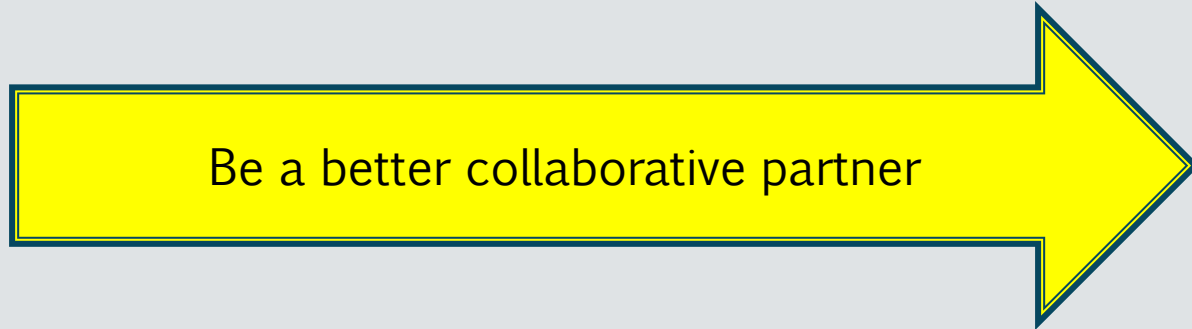


Open or transparent peer review: Everyone is identified

# Develop important skills!



# Develop important skills!



## Taxonomy of Collaboration

	<p><b>REFLECTION</b></p> <p>Individuals are mindful of their own roles in relation to partners and the project. They reflect on ways to align their own knowledge, attitudes, and skills with group efforts. Individuals reflect on how to make sense of, and prepare for, their roles in collaborative efforts.</p>		
	<p><b>DIALOGUE</b></p> <p>Collaborative partners exchange ideas to find shared purpose and coherence with the plans and/or tactics needed to coordinate their efforts. They agree upon and work with the group's communication expectations including timelines, processes, technologies, and tools. They exchange ideas to</p>		
	<p><b>REVIEW</b></p> <p>Partners exchange work for constructive mutual critique and to incorporate others' perspectives. They evaluate partners' work and suggest revisions. They consider which elements of each partner's work should be included in the final deliverables, and how pieces will be integrated into the</p>		
	<p><b>PARALLEL COLLABORATION</b></p> <p>Partners divide the project into parts that can be completed separately. Elements are combined into a collective final product, or the process moves to another level of collaboration.</p>		
	<p><b>SEQUENTIAL COLLABORATION</b></p> <p>Partners divide the work into parts that can be completed in stages over a defined time frame. Each builds on the other's contributions through a series of progressive steps. All are combined into a collective final product or the process moves to another level of collaboration.</p>		
	<p><b>SYNERGISTIC COLLABORATION</b></p> <p>Partners synthesize their ideas to plan, organize and complete the creation of a product that melds all contributions into a collective final product.</p>		



# Committing to Serve as a Reviewer

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- Familiarize yourself with the journal, conference, or other publication.
- Pledge to fulfill expectations within the time allotted.
- Have relevant experience in the field of the submitted paper.
- Have the necessary expertise to judge the scientific quality of the manuscript.
- Hold no conflicts of interest with any of the authors.
- Be aware of biases.
- Commit to confidentiality; do not make personal use of unpublished information or communicate the content of manuscripts to others without the prior agreement of the journal.

# Familiarize yourself with publication or conference

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*Do I:*

- ✓ Understand the goals, mission, and standards?
- ✓ Understand the review criteria?
- ✓ Understand the process: standard form or written narrative?



# Typical criteria for reviewing a manuscript

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Academic writing fits the style of the journal

Bias-free inclusive language  
Clear writing  
Coherent, well-organized



Literature is relevant, up-to-date and referenced with proper citations



Methods and analysis fit the qualitative, quantitative, or mixed approach



Results are supported by the study



Ethical issues are addressed

No signs of data or image manipulation  
Approvals obtained  
Informed consent and anonymization for human participants  
Transparency about use of AI tools

# Get the big picture: Read the abstract closely and scan the manuscript

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- ✓ Does the manuscript meet format and length requirements?
- ✓ Are there obvious omissions
- ✓ Is this paper relevant for the journal, book, publisher, or conference?
- ✓ Is this research or other scholarly writing significant within the field of study?
- ✓ Does the title properly reflect the subject of the paper?



## Consider each section

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- ✓ Is the introduction clear?
- ✓ Is the literature appropriate and properly referenced?
- ✓ Does the author make legitimate claims or arguments?
- ✓ Are methods rigorous and appropriate?
- ✓ Is the analysis adequate?
- ✓ Are results presented clearly?
- ✓ Are visuals or tables understandable?
- ✓ Do conclusions align with the questions the study investigated?
- ✓ Does the author discuss the implications of the study?
- ✓ Does the author achieve their stated aim as spelled out in the introduction?



# Make comments and complete the report

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- ✓ Highlight positive aspects of the study or manuscript
- ✓ List comments in sequential order
- ✓ Define and articulate specific, detailed, and candid comments to the editor
- ✓ Define and articulate constructive comments to the author/s
- ✓ Retain a copy of your report



# Characteristics of a useful review

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“Good reviews are **constructive, in-depth, consistent** over the review process, reflect both subject specialist and wider perspective, and aligned with the publication criteria of the journal.” Dr. Dermot Breslin

Good reviewers **avoid** making judgements about the paper based on personal, financial, intellectual **biases or any considerations other than the quality** of the research and written presentation of the paper.

COPE Guidelines

The golden rule of peer review:  
give the kind of review you want to receive

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Be clear  
and  
respectful





# Strategies for dealing with problematic manuscripts

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Suggest one of four possible outcomes

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Reject

Major  
revisions

Minor  
revisions

Accept

# Ethics, AI, and peer review

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**Guidelines for reviewers typically include a statement of this kind.**

“GenAI tools and other large language models (LLMs) **should not be used by reviewers** in the preparation of review reports. Reviewers are solely responsible for the content of their reports and the utilization of these tools may violate confidentiality, proprietary, and data privacy rights. Some limited use to improve the written quality of the peer-review report, such as checking grammar, structure, spelling, punctuation, and formatting, may be acceptable, but should be disclosed upon submission of the peer-review report.

**Under no circumstances should reviewers upload manuscripts**, either in whole or in part; images; figures; tables; or any kind of communication related to manuscripts under review to any GenAI tools, as to do so violates MDPI's confidentiality policy relating to peer-review. If it is determined that AI tools have been inappropriately used in review report preparation, the report will be discarded.”

# Ethics, AI, and peer review

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Guidelines for authors typically distinguish between generative and assistive tools.

**Assistive tools** help writers refine their own work and include spelling or grammar checks.

**Generative tools** “produce content, whether in the form of text, images, or translations. Even if you've made significant changes to the content afterwards, if an AI tool was the primary creator of the content, the content would be considered 'AI-generated'.

Whether and how they are allowed varies by journal or publisher.

**AI does not qualify as an author** and should not be used to undertake primary authorial responsibilities, such as generating arguments and scientific insights, writing analysis, or drawing conclusions.

## Qualities of an excellent reviewers:

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Complete the review before the due date



Conduct a thorough review by identifying strengths and limitations, and giving comments that will help the author to make improvements



Communicate concerns or problems to the editor

## Follow-up reviews

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Use your prior review as a guide.

Make your decision based on the response to your criticisms and comments.

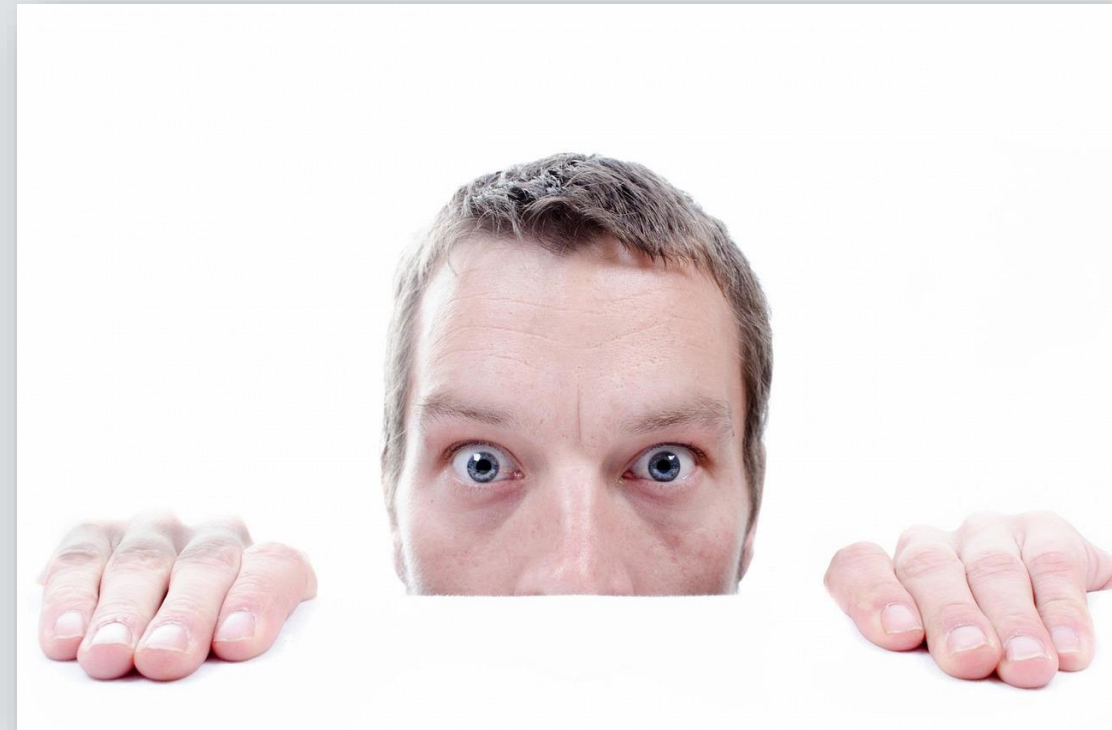
# Q & A

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# PART- 2

Improving your work based on reviews





# Why are papers rejected?

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- Poor fit with journal or publication
- Poor presentation:
  - Bad grammar
  - Poor spelling
  - Incorrect academic style or format
  - Unfocused writing
- Weak methods or flawed study
  - Unsourced or insufficiently supported claims
  - Failing to explain (or sufficiently) the rationale for studying a topic
  - Missing or problematic research questions
- Inadequate literature
  - Out-of-date
  - Missing seminal or respected foundations

Image by [Luisella Planeta LOVE PEACE](#) ❤️💙 from [Pixabay](#)



## Make sense of the reviews

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- Read through all comments
- Don't take negative comments personally!
- Prioritize:
  - Quick fixes?
  - Suggestions?
  - Recommendations?
  - Requests for changes?
- Identify any requests you find problematic
  - If you feel unable to address a comment or implement a suggestion, state why

## Categorize reviewers' comments

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EDITOR COMMENT	AUTHOR RESPONSE	PAGE NUMBER

## Organize comments and recommendations in a change matrix

REVIEWER 1 COMMENT	AUTHOR RESPONSE	PAGE NUMBER

## Communicate with the Editor

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Contact the editor with questions or issues. Be polite!

## Submitting the revised manuscript

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### Finalize changes and submit

Create a clean copy, and one with highlighted or tracked changes

Include change matrix or summary if possible

### Save copies

Retain all iterations and documentation

### Relax

While multiple iterations might be required, give yourself credit for completing the project!

# Q & A

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# Sources

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And guidelines from COPE (the Committee on Publication Ethics), and Sage Publishing.