

# The Peer Review/Editing Process

Adapted from a presentation by  
**Elsevier Hong Kong**

# Peer-review Process

When a paper arrives at a journal's editorial office a few things can happen:

**A. Editor reviews paper herself/himself**

**B. Editor assigns to Associate Editor**

**C. Editor or AE assigns to Peer Reviewers**

# Peer-review Process

## What to look for

### 1. Appropriateness for the journal

- Is the topic relevant to the journal?
- Is the topic timely?
- Is the topic significant?
- Is the study unique? If so, How?

# Peer-review Process

What to look for

2. What type of paper/research is it?

- If research, how is it structured?
  - Randomized, controlled, blinded Meta-analysis?
  - Retrospective?
  - Case series or single case

# Editors and Peer-review Process

Editors/Peer Reviewers look for:

Did the author follow the instructions of the journal?

- Correct Number of Authors?
- Conflict of Interest/Disclosure Statement?
- Copyright release signed?
- Informed consent (if applicable)/Ethics considerations

# Peer-review Process

Did the author follow the Instructions of the journal?

- Is the article format correct?
  - Structured abstract?
  - Correct article format (Abstract, Introduction, Methods, Results, Discussion, Conclusion, Refs?)
  - Are References in correct format?

# Peer-review Process

Peer Reviewers look for:

**Are the technical aspects correct?**

- Research Structure:
  - Correctly described and performed?
- Statistics:
  - Correct analysis?
  - Accurate interpretation?
  - Clear presentation?

# Peer-review Process

Editors/Peer Reviewers look for:

Technical aspects, continued

## Tables and Figures:

- Accurate and clear structure, presentation, and presentation?
- Do the numbers add up?
- Are the data consistent with the body of the paper?

# Peer-review Process

Editors/Peer Reviewers look for:

Technical aspects, continued

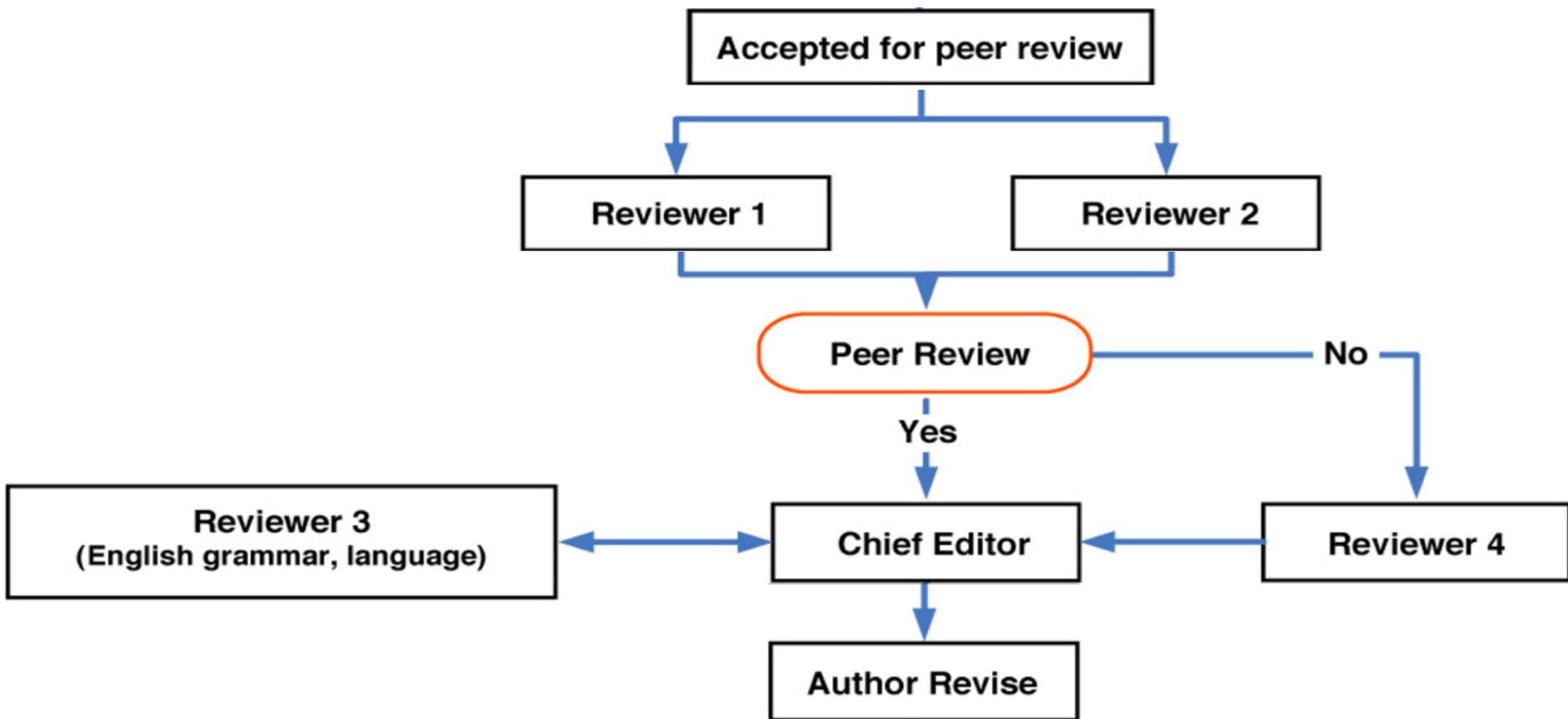
## Tables and Figures:

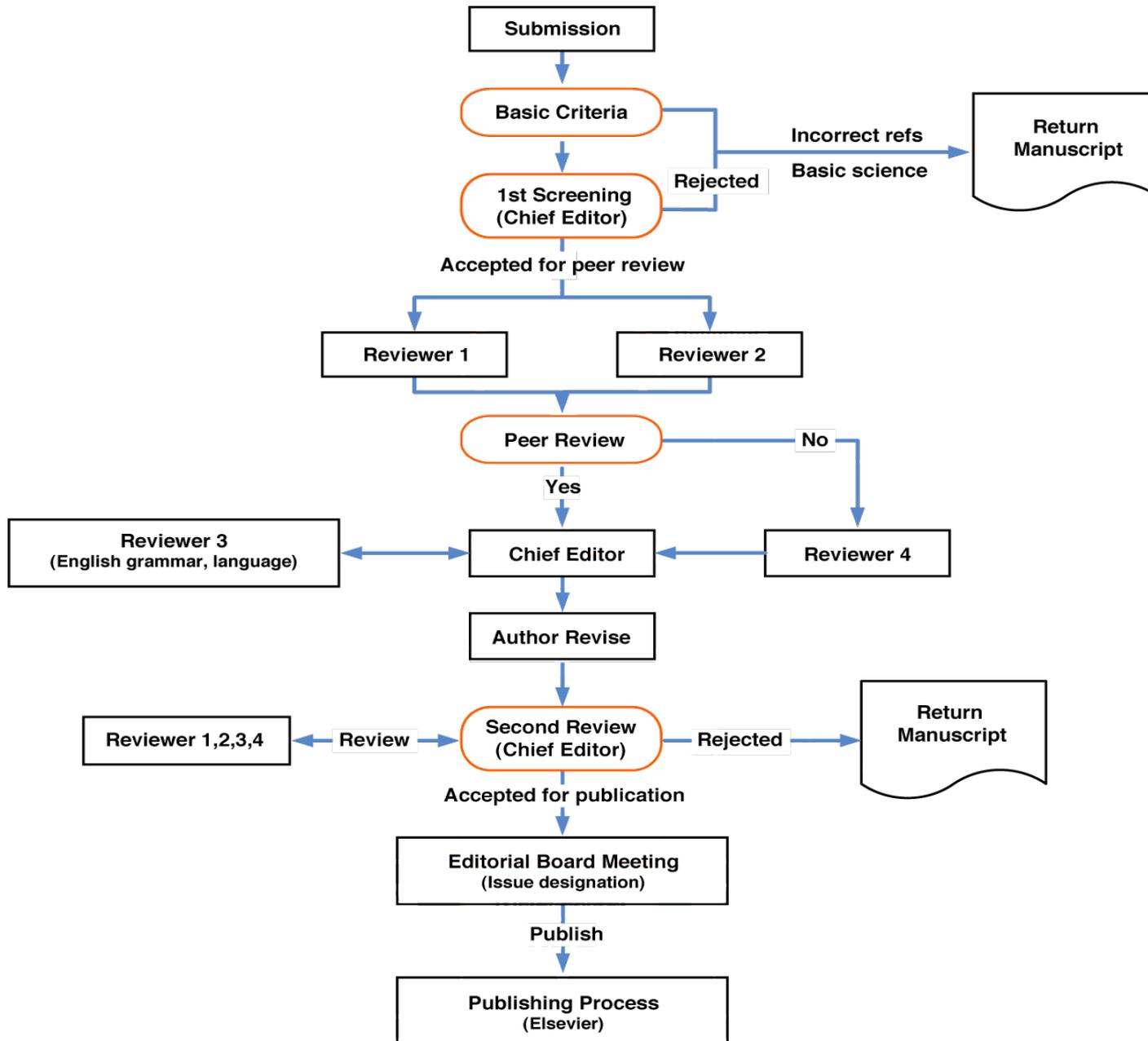
- Abstract & Body of paper
  - Do number of patients, other data match?
  - Conclusions consistent?

# Peer-review Process

## REJECTION:

Most journals accept 30% or less (NEJM,  
BMJ accept ~ 10%)





# What are the benefits of peer review for an author?

- It helps to alert you to any errors or gaps in literature you may have overlooked.
- It can assist with making the paper more applicable to the journal readership.
- It may enable a discussion (between the author, reviewers, and editor) around a research field or topic.
- You can receive detailed feedback from experts in the field.

# What should you expect during peer review?

- The editor may reject your paper outright if it does not adequately fit the scope of the journal.
- If suitable, your paper will be sent to reviewers.
- The reviewers will provide comments and suggestions for revision and make a recommendation to the editor.

- The editor then makes a decision and tells you what the decision is.
- The decision could be:
  - Accept in its present form,
  - Accept with minor revisions,
  - Request major revisions,
  - Reject,
  - Reject with the option to resubmit a new version.
- You then choose whether to revise the paper and resubmit.

# How long does the review process take?

- The reviewers are academics or professionals working in the field and also write papers themselves.
- They offer their time and their expertise voluntarily in order to assist with the improvement of papers and to encourage new research in their topic of interest.

# What are the benefits of online submission?

- Online submissions are automatically acknowledged.
- Authors can easily check the status of their submission during review.
- Papers are easier to track, amend, and update.
- It is a simple method of sharing documents and sending communications throughout the review process.
- Electronic submissions can also be edited

# Things to remember before submitting

- Check which form of peer review your chosen journal operates and make your paper anonymous if necessary.
- Does your paper contain the name and affiliation of any/all co-authors?
- Have you provided an abstract summarizing the key findings of your submission?
- Are the references in the style required by the journal?

# Things to remember

- Are all references made to the literature listed in the "references" section?
- Has any permission for the reproduction of images/figures/tables, etc. been sought?
- Is the paper clear, concise, and accessible to a reader?
- Does the paper length adhere to the journal's guidelines?