



# Faculty of Business & Law

## Welcome to the PhD Workshop Session

### Learn the Do's and Don'ts as Journal Reviewer

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# Agenda

- Introduction to Peer Review
- The Review Process
- How to Get Involved
- Hands-on Experience
- Web of Science Academy



# Academics complain about reviewer 2

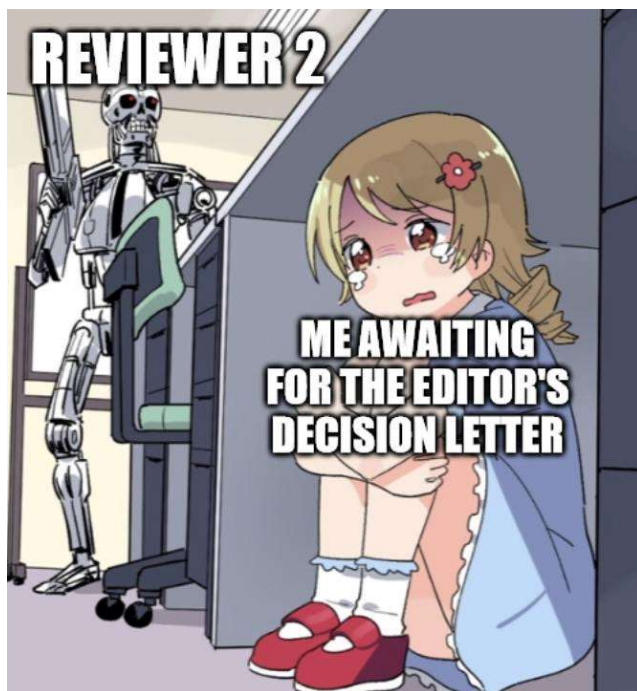
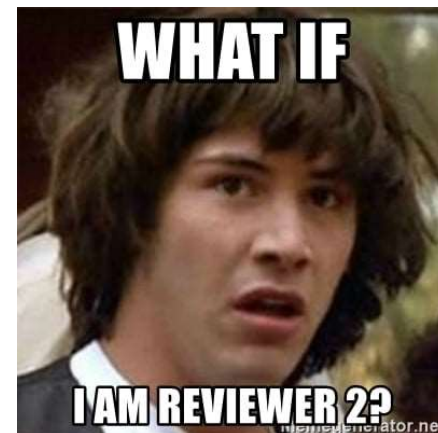


Image Source: <https://www.facebook.com/groups/reviewer2/>

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# Reasons for reviewing – some stats



Playing a part as a member of the community

 Social factors




Enjoy helping to improve the paper

 Intrinsic factors



Reciprocating others' reviewing work

 Instrumental factors



Enjoy seeing work ahead of publication



Enhance my reputation or future career



Increase the chance of a place on the editorial board



Increase the chance of future acceptances

Source: Elsevier, 2015

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# I got an invite to review, what's next?

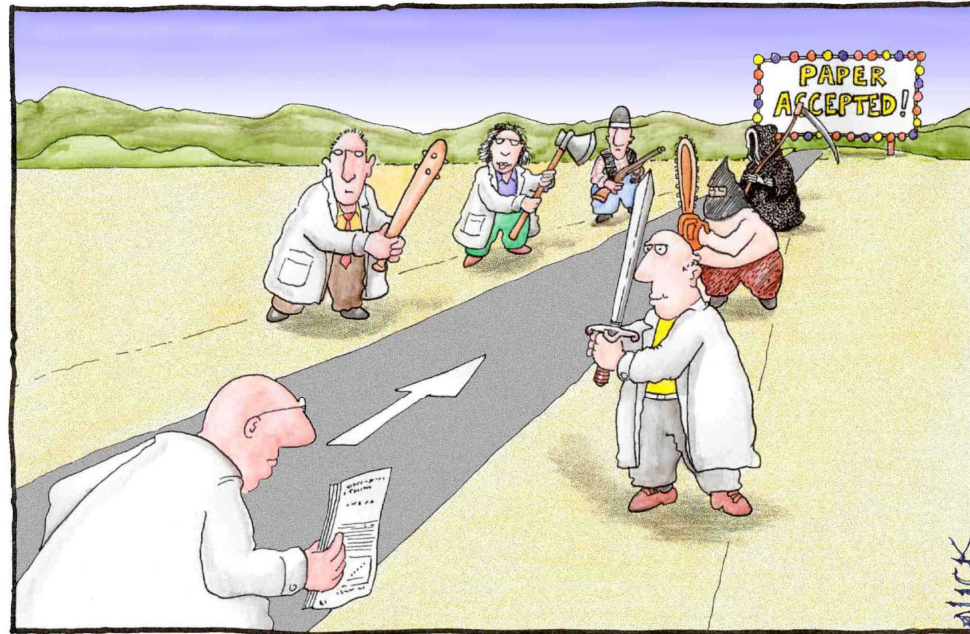
- **Initial checks**

- Is this legit?
- Does this fit my area of expertise?
- Are there any conflicts of interest?
- What is my availability?

# I got an invite to review, what's next?

- **Accept the invitation**
  - Register and set up your account to access the manuscript
  - Check the editor requirements and journal instructions
  - Download the guide for authors
- **Decline the invitation**
  - If the email seems like spam, then delete it
  - For legit requests, provide a reason
  - Do you know any alternative candidates?

# The review process



Most scientists regarded the new streamlined peer-review process as 'quite an improvement.'

Image Source: <https://s4be.cochrane.org/blog/2017/04/10/problems-with-peer-review-the-achilles-heel-of-modern-research/>

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# What is peer review?

Peer review is a “process where scientists (“peers”) evaluate the quality of other scientists’ work. By doing this, they aim to ensure the work is rigorous, coherent, uses past research and adds to what we already know.”

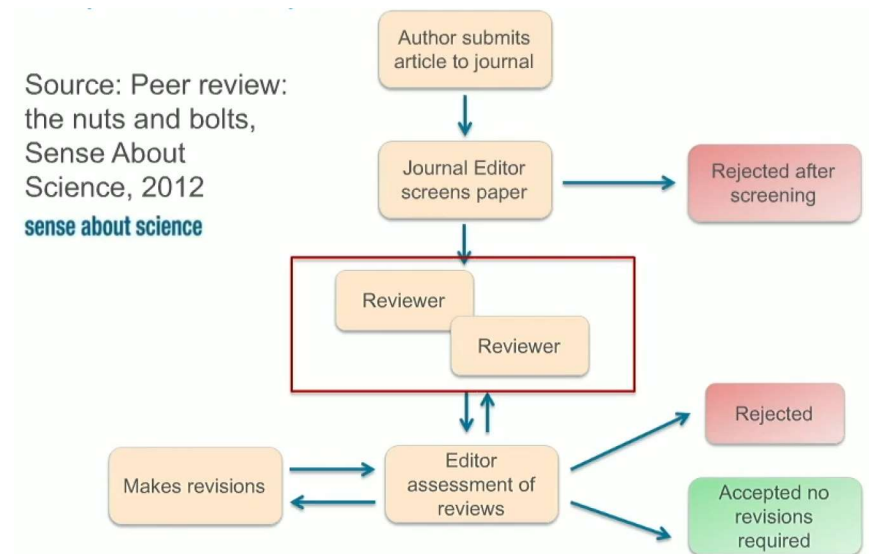
(The Conversation, June 19, 2014)

- It is a cornerstone of the academic system
- Peer review is (can be) a long process
- Can be a source of frustration for researchers



# Stages of the peer review process

- Authors: submitting manuscript
- Editor / Associate Editor (AE):
  - Desk review
  - Finding and selecting reviewers
- Reviewers: conducting reviews
- AE makes recommendation
- Editor makes decision
- If revision, repeat the process



Source: The Conversation, 2014, <https://theconversation.com/explainer-what-is-peer-review-27797>

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# Types of peer review

Authors	Reviewers	
	Anonymized	Identified
Anonymized	Double Blind	-
Identified	Single Blind	Open review

**Editor still knows the identity of Authors.**

Source: Elsevier Researcher Academy

# Types of peer review

- **Single-blind peer review** – the reviewer is anonymous to author, but the author's name & affiliation is available to the reviewer
- **Double-blind peer review** – identity of reviewer and author is hidden
  - In theory, authors and reviewers do not know each other
- **Open peer review** – everyone is identified; e.g., PLOS ONE

# How to write a helpful peer review

- **Sections of the peer review**
  - Comments to authors
  - Confidential comments to editors
  - Decision recommendation
- Sometimes depending on the journal, you are asked to fill out additional survey questions

# Comments to authors

- Be collegial and constructive, yet critical and objective
- Give clear and detailed comments to the editor
- If appropriate, make suggestions about additional literature that the authors should include to improve the paper
- Have an overall view of the paper and consider if it is good enough to be published
- Avoid to make judgments based on personal / intellectual biases or other considerations; focus on quality of the paper
- Do not edit line-by-line (copy editors do that)

# Comments to authors (cont.)

- Initial impression
  - Is the paper relevant for the journal? (i.e. positioning of the paper)
  - Is the topic novel?
- What to look for ...
  - Does the title reflect to topic?
  - Do keywords reflect content?
  - Length of the paper

# Comments to authors (cont.)

- Sections of the paper
  - Abstract: you should understand aims, key data, conclusions
  - Introduction: should justify aim of the study and indicate RQs & contributions
  - Literature review: look at depth, adequacy
  - Methods: should be clearly stated; be rigorous and replicable
  - Results: check for flaws in data, tables, figures; ask yourself: does it make sense; are results clearly formatted and presented?
  - Discussion: should not be repetition of results
  - Conclusion: check limitations of the study
  - References: check recency of literature

# Confidential comments to editors

- Provide general impression
- Address the importance, novelty, significance
- Address the main concerns
- Address formal issues, such as writing errors



# Make the decision recommendation

- **Different categories**
  - Accept, with no revisions (very rarely done)
  - Minor revision
  - Major revision
  - Reject
- You only make a **recommendation**; the editor will make final decision

# What to do if there is a problem?

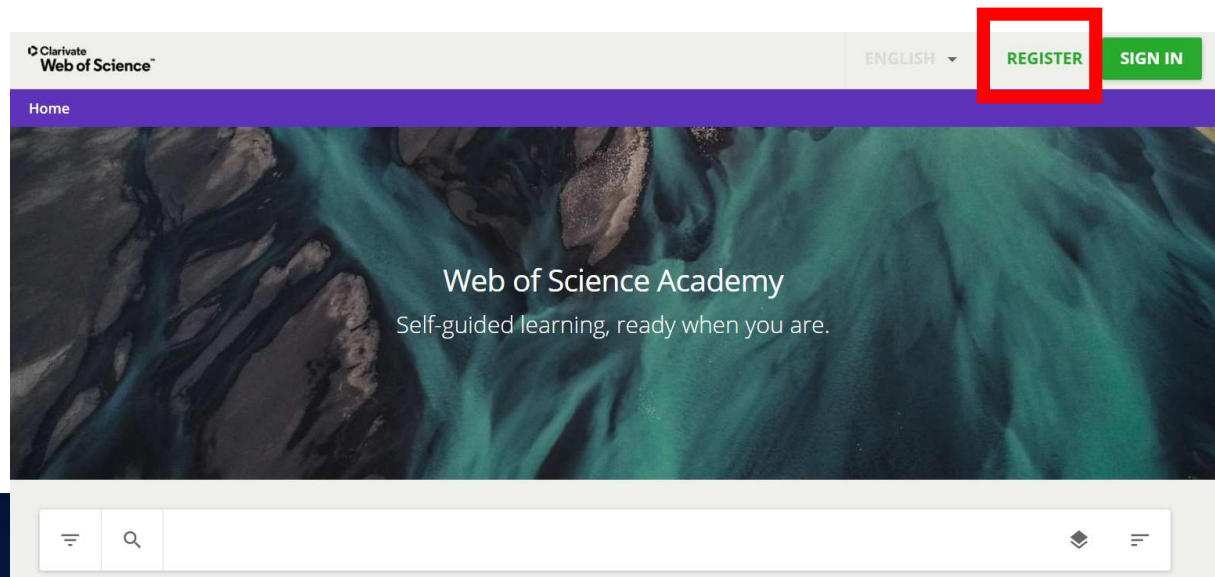
- You may encounter problems while you are reviewing the paper
  - The paper may have been published or submitted to another journal
  - The paper may have duplicated the work of others
  - There may be problems with the ethics of the research
  - There may be problems with plagiarism, copyright infringement, or other breaches (e.g., authorship of the article is contested)
- Alert the journal editor to discuss the situation without delay

# How to get involved

- Talk with your supervisor
- Become a joined reviewer with your supervisor
- Talk with editors at conferences that you wish to volunteer as reviewer

# Earn your certificate



- Go to Web of Science Academy
- Use this link: <https://webofscienceacademy.clarivate.com/>
- Click on Register to set up your account



# Earn your certificate

- Scroll down to “Peer reviewing in practice for learners”
- Select Co-reviewing with a mentor (with assignment)

**Peer reviewing in practice for learners**  
Learn how to peer review by co-reviewing together with a mentor



Co-reviewing with a mentor (no assignment)	Co-reviewing with a mentor (with assignment)
OPEN ENROLLMENT EN	OPEN ENROLLMENT EN ★ 5.0
E-Learning	E-Learning

# Earn your certificate



Co-reviewing with a mentor (with assignment)

ID: E-E04KR1

Language: English - ★★★★★5

Open enrollment



ENROLL

## ABOUT THIS COURSE

## CONTENT

This course is for early career researchers that want to learn how to peer review manuscripts for academic journals by co-reviewing with a mentor. The course has a practical assignment which consists of a filled out peer review report template. Learners should work with their mentor either via email or using this platform to get feedback on their practice review of a preprint or published paper in their field. They should revise their review according to their mentor's feedback and then submit the review as their assignment in this course for final approval by course administrators.

**Completion of this course earns you a certificate and a Academy graduate badge on your Web of Science Researcher profile if you have signed up with an email also associated with your Web of Science account.**

Other courses that may interest you...



Good Citation Behavior

OPEN ENROLLMENT

English



An Introduction to Peer Review

OPEN ENROLLMENT

English

# Earn your certificate

- Read the content
- Complete a short quiz at the end (knowledge check)
- Use the template to complete your Peer Review Report
- Use the form on next slide to upload your file and send it to me
- I will return the Mentor Report
- Upload both documents to complete the course
- You should receive your certificate within a week  
(Please email me short confirmation)

# File submission

- Use this Google link: <https://forms.gle/pfByKHsf83FEGiSw8>
- Fill out the form with your name and email address
- Upload your file
- Or email: [Sven.Tuzovic@qut.edu.au](mailto:Sven.Tuzovic@qut.edu.au)