

Peer Review Training Part I: Getting Started as a Journal Reviewer

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Journal of Scientific Innovation in Medicine

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Managing Editor: Kristine Alpi



**Icahn School
of Medicine at
Mount
Sinai**

Learning Objectives

Through participating in today's session, you will

- Discuss how editors identify peer reviewers and how to set up your peer reviewer profile to be discovered.
- Explore peer review evaluation forms and recognize what you are being asked to evaluate, including how to handle aspects you feel may be outside your expertise.
- Gain insight into how editors decide what elements from reviews require authors revisions, and your role in reviewing author responses and making recommendations.

Save the date -- Part 2 on Thursday, January 18 from 2-3 pm about writing a helpful article critique.

Disclosures

We are actively recruiting peer reviewers for Journal of Scientific Innovation in Medicine, but we will not contact participants about reviewing in the future unless you indicate interest by creating a profile in the system.



Outline

1. **What will I gain from contributing my time as a peer reviewer?**

- Developing the skill of giving and responding to critical feedback
- Service portfolio and reputation in your field

2. **Identifying you as a potential reviewer**

- Mentored reviewing or referrals from experienced reviewers
- Expertise – methodological or subject matter of your publications; author keywords

3. **Reviewers have options**

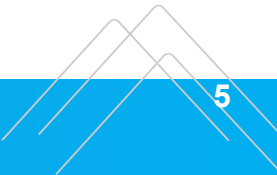
- Timing and Journal Metrics
- Multiple reviewers bring different expertise and perspectives

4. **Making and learning from your recommendations**

- Understand the review form and recommendation choices.
- Your contribution to the combined reviews and ultimate editorial decision

What will you gain from peer reviewing?

Our Editors Share Why You Should Peer Review



Learning to Carefully Craft Critical Feedback

- Practice giving and receiving critical feedback
- You may see feedback from the other reviewers or editorial decisions
- You can see how authors respond to your feedback or reject it in their response to reviewers.

Opportunity to make receiving and acting on your own reviewer feedback a more positive experience.

How to gracefully not accept a reviewer recommendation.

Which recommendations an editor considers to be a major revision or minor revision.

Another resource for you: Wiley Author Services. How to Perform a Peer Review.

<https://authorservices.wiley.com/Reviewers/journal-reviewers/how-to-perform-a-peer-review/>

ISMMS WRITING SUPPORT SERVICE

The ISMMS Writing Support Service provides students, postdocs, residents, and fellows with 1:1 consultations with an experienced science writer and editor in a collaborative, non-judgmental, and confidential setting. *This service is at no cost to you!*

We can help with:

- Course assignments
- Personal statements and other application-related documents
- Manuscripts intended for publication
- Grant/funding applications
- Dissertations and theses

NEW!

Consultation Hours:

- Mondays 10am - 12pm & 4pm - 7pm
- Tuesdays 10am - 1pm
- Wednesdays 4pm - 7pm
- Thursdays 10am - 1pm
- Fridays 10am - 12pm & 4pm - 7pm
- Saturdays 1pm - 3pm



Scan the QR code to get started or go to:

libguides.mssm.edu/writingsupport

Building your Academic Service Portfolio and Reputation

Quality over Quantity

It takes a certain amount of reviewing to get efficient and good at it. Focus on journals you know and value as you will get a lot of requests from “predatory” journals. Choose strategically which invitations to accept.

Mount Sinai CV Example: Service as a regular reviewer of manuscripts for educational, clinical and/or biomedical research journals.

American Journal of Pharmaceutical Education (2022-)

American Journal of Public Health (2011-13)

Applied Clinical Informatics (2011-)

BMC Veterinary Research (2020-)

Chest (2019)

Journal of Health Information and Librarianship: the official journal of the Medical Library Association of Nigeria (2023-)

Journal of the American Medical Informatics Association (2016-)

Journal of the Medical Library Association (2009-)

PLOS One (2019-)

Serials Review (2011-)

Reputation (reviewing tends to invite more reviewing; reviewing for journals of your professional organization may lead to other leadership roles or invitations to contribute expertise)

Examples of Reviewer Recognition

From Wiley's Reviewer Recognition guide:

Build your profile on [Web of Science Reviewer Recognition Services \(formerly Publons\)](#)

Publons records your reviewer activity as a measurable research output, and ensures that you get credit each time you complete a peer review.

- **Make sure you register for an [ORCID iD](#) and link it to your Publons account**

You can opt-in to have Publons automatically export your review history to your ORCID profile.

- **Claim Continuing Medical Education (CME) credits for your review activity**

When reviewing for [select Wiley Journals](#) in the health sciences, you can elect to receive CME credits approved by the Accreditation Council for Continuing Medical Education (ACCME).

- **Get your Reviewer Recognition Certificate** after you review (available from over 1000 Wiley journals)

Note: ORCID connection for peer reviews is not unique to Wiley; here's an example from Springer from my ORCID profile.

▼ Peer review (1 review for 1 publication/grant) Sort	
▼ Review activity for BMC veterinary research (1)	
Journal, BMC Veterinary Research ISSN: 1746-6148	
Review date: 2020 Type: review Role: reviewer Show more detail View	
Source:  Springer Nature @ Editorial Manager	

Identifying You as a Potential Reviewer

Our Editors Share How They Identify Reviewers and Consider Expertise

Summary of How Editors Identify Peer Reviewers

- Recommendations from the authors themselves
 - Some journals require you to recommend reviewers as part of your submission.
 - I choose authors whose relevant work I have cited but who I haven't collaborated with, to avoid competing interests.
- People they know
- Recommendations from people they know
- Authors/readers registered in the Manuscript Submission System with keywords for their expertise
- Authors in the published literature
- Authors with a public presence (LinkedIn, ORCID, institutional or lab page or profile describing their expertise)
- Statistical or methodological reviewers


Creating Review Opportunities

There are more and more articles submitted and not enough reviewers. Your expertise is needed somewhere!

- Authorship will ultimately lead to reviewing opportunities
 - Registering as an author on a journal's manuscript submission site makes you discoverable to editors.
 - Authors citing your work may suggest you as a potential reviewer.
- Let your senior colleagues or mentors know that you are interested in peer reviewing, especially for specific high-profile journals in your field.
 - Mentored peer review where you and they work together on the review
 - Experienced authors and reviewers receive many requests to review that we decline. When we click the link to decline, there is typically an option to recommend other reviewers.
- Look at the editorial board members for your aspirational journals—Mount Sinai has many connections to journals. You can let them know of your interest in peer reviewing.

Journal of
**Scientific
Innovation**
in Medicine

- <https://account.journalofscientificinnovationinmedicine.org/index.php/II-j-sim/user/register>




Scholar One Example

- Institutional Information
- Keywords – topical and methodological
- Optional demographic questions for their reporting on diversity and inclusion in their reviewer pools.

ScholarOne Manuscripts™

Kristine Alpi ▾Instructions & Forms

 OXFORD
UNIVERSITY PRESS

JAMIA: Journal of the
American Medical Informatics Association

[Home](#) [Author](#) [Review](#)

[Edit Account](#)

Edit My Account

Enter your desired User ID and Password into the boxes below. You will be asked to enter your User ID and Password each time you log in. Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length. If you are planning on being unavailable for a period of time, enter the dates into the "Unavailable Dates" area. Required fields are marked with "req." When you are finished, click "Finish."

- 1 E-Mail / Name
- 2 Address
- 3 User ID & Password

User ID / Password for this site, not ORCID

User ID: req

Password: [Change Password](#)

Keywords

req

Twitter User Name

External IDs

The following settings may be read only. Please contact Support if the information is incorrect.

External User ID:

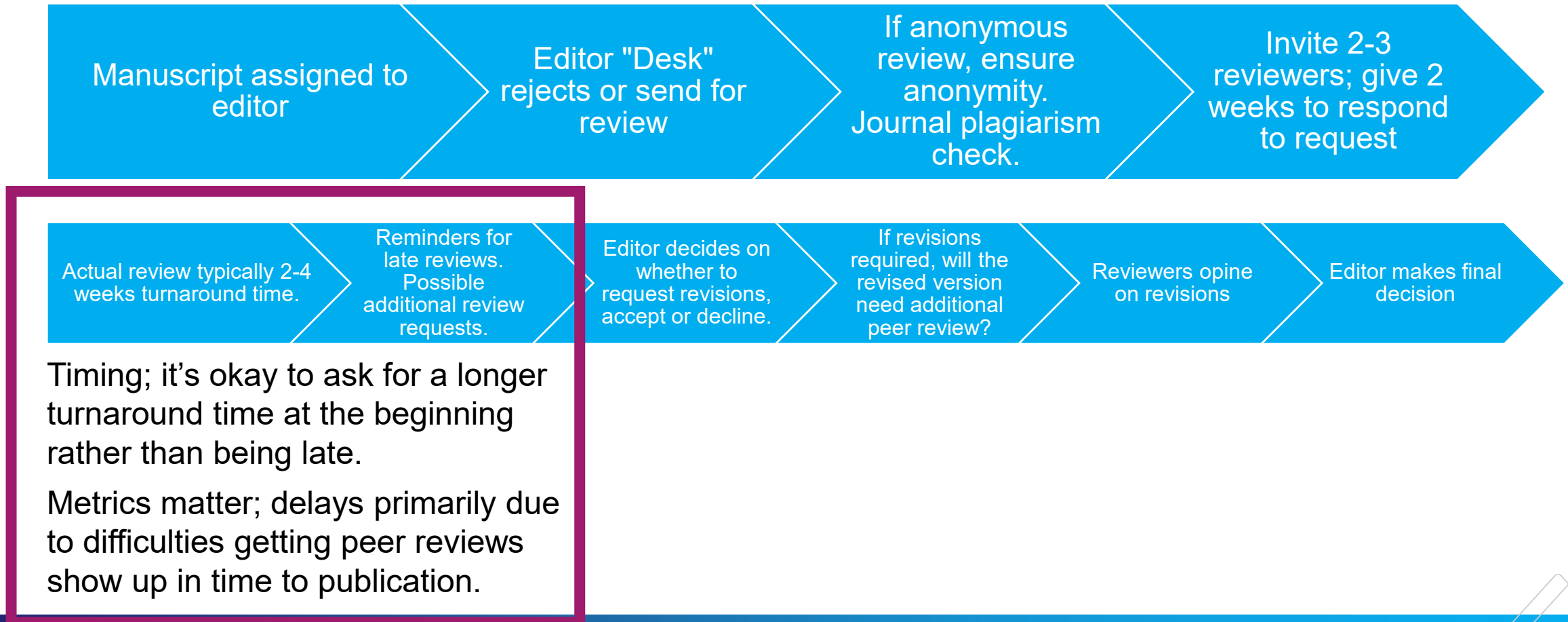
Unavailable Dates

If you are planning on being unavailable for a period of time, enter the dates in the boxes below.

From: To:

Reviewers have options

Timing of Editor and Reviewer Roles



Reviewer ethics and best practices from PLOS One

Best practices for reviewers



Declaring competing interests

A [competing interest](#) is anything that interferes with or could be perceived as potentially interfering with, a thorough and objective assessment of a manuscript. Common examples of competing interests may include:

- › A recent or current collaboration with any of the authors
- › Direct competition or a history of scientific conflict with any of the authors
- › An opportunity to profit financially from the work

Do not accept a review assignment if you have a competing interest, or don't feel able to give an objective assessment. If you're unsure whether your relationship qualifies as a competing interest, contact plosone@plos.org for advice. If we ask you to complete the review anyway, be sure to declare the competing interest when you submit your review.



Crediting collaborators

Co-reviewing is a great way to gain peer review experience under the mentorship of an experienced reviewer and we encourage this collaboration. If you had help completing the review you must share your collaborator's name with the journal when you submit the review, either by entering it in question 2 under the 'Confidential comments to Editor' section, or via [email](#). Be careful not to include your collaborator's name in the text of the review itself. Competing interests and confidentiality policies apply to all reviewers.



Confidentiality

Keep manuscripts and correspondence confidential and do not share information about submissions with any one else unless previously agreed with the editor. We expect that reviewers will not make use of any material or take advantage of any information they gain through the peer review process.

- Timing note from PLOS One:

Time to review

- Aim to complete your review within 10 days. If you need more time to perform the review, please [email us](#) as soon as possible.

journals.plos.org/plosone/s/reviewer-guidelines

PubshHub Gives Insight for Reviewers

- Create, save, and export custom searches
- Create Watchlists for specific journals and congresses and receive automatic email alerts
- Visualize, evaluate, and compare key journal metrics using the Compare feature
- Predatory screening of all venues
- Impact Factor and JCR Categories by Clarivate Analytics
- Circulation and readership [Common review question: is this article relevant to the journal audience?]
- Rejection rate [How critical should I be in recommending rejection or acceptance?]
- Author submission guidelines
- Editor and publisher contact information
- Encore policies (allowing presentation of previously presented work)
- Congress deadlines, extensions, and notification dates
- CME/CE credit
- Submission to publication lead time [Is this a journal with a super speedy turnaround time?]
- Available digital enhancements
- Use of plain language summaries

<https://libguides.mssm.edu/journalselection/home>

Journal Compare List

EXPORT ALL

PRINT

3 journal(s) are selected ▾

■ Submission to Acceptance
 ■ Acceptance to Online Publication
 ■ Acceptance to Print Publication

Title	BMC Medical Education	Academic Medicine	Teaching and Learning in Medicine
General ^			
Index Medicus	BMC Med Educ	Acad Med	Teach Learn Med
ISSN	-	1040-2446	1040-1334
E-ISSN	1472-6920	1938-808X	1532-8015
Language	English	English	-
Therapeutic Area(s)	General Medicine, Medical Education	Administration, General Medicine, Health Policy, Health Services, Medical Education, Patient Safety, Public Health	General Medicine, Medical Education, Other
Readership	Academics, Educators, General Practitioners, Residents	Academics, Administrators, Educators, General Practitioners, Health Scientists, Health service researchers, Healthcare Executives, Medical Directors, Physicians	Academics, Clinicians, Educators, Health Scientists, Researchers, Residents
Rejection Rate	68%	80%	91%
Website	http://bmcmmededuc.biomedcentral.com/	http://journals.lww.com/academicmedicine/pages/default.aspx	http://www.tandfonline.com/loi/htlm20#.VuwwaelrK00
*Impact Factor Information ^			
Impact Factor	3.263	7.840	2.701
JCR Categories	Education & Educational Research, Education, Scientific Disciplines	Education, Scientific Disciplines, Health Care Sciences & Services	Education, Scientific Disciplines, Health Care Sciences & Services
Eigenfactor	0.01417	0.0276	0.00273
Time Frames ^			
Lead Time (In Weeks)	<div> <div style="width: 28px; height: 10px; background-color: green;"></div> <div style="width: 2px; height: 10px; background-color: purple;"></div> </div>	<div> <div style="width: 17px; height: 10px; background-color: green;"></div> <div style="width: 34px; height: 10px; background-color: purple;"></div> <div style="width: 34px; height: 10px; background-color: lightblue;"></div> </div>	<div> <div style="width: 25px; height: 10px; background-color: green;"></div> <div style="width: 6px; height: 10px; background-color: purple;"></div> <div style="width: 34px; height: 10px; background-color: lightblue;"></div> </div>

Plagiarism Detection and Use of AI in Reviewing

Levy Library / Levy Library Guides / Library Resources / Plagiarism Detection Tool / iThenticate

Plagiarism Detection Tool: iThenticate

iThenticate is a plagiarism-detection software that is designed to evaluate the originality of an author's work.

What is iThenticate?

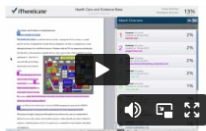
iThenticate is a plagiarism-detection software that is designed to evaluate the originality of an author's work. iThenticate compares documents like journal article manuscripts, research reports, thesis, dissertations, and grant funding proposals against millions of published works, subscription databases, and the Internet.

Training & Help

iThenticate has a comprehensive list of training materials, webcasts, and short videos to help you.

- [iThenticate Quick Start Guide](#)
- [System Requirements](#)
- [Similarity Reports Explained](#)
- [Document Comparison](#)
- [All iThenticate Training Material](#)
- [Webcasts](#)

For an overview, watch the short demonstration video below.



How Do I Use iThenticate?

iThenticate is available to Mount Sinai Faculty, Staff, Researchers, and Graduate Students submitting theses/dissertations. You must have an account to use iThenticate. If you do not already have an account, fill out the Request An iThenticate account form below.

Mount Sinai users who already have an account can [Access iThenticate here](#). Once you are logged in, you can begin uploading and submitting files to the tool. After uploading your document, iThenticate will compare your work against published research articles, databases, and across the open web. A similarity report will be generated that will highlight all text that matches other sources.

REQUEST AN ITHENTICATE ACCOUNT

Mount Sinai faculty, staff, researchers, and Graduate Students submitting theses/dissertations can complete the form below to request an account for iThenticate. All requests are processed within one business day.

If you have any questions, contact libraryresources@mssm.edu.

Name: (required)

Mount Sinai Network

Username: (required)

Mount Sinai Email

Address: (required)

Most journal publishers check submissions against plagiarism detection tools. These reports are shared with the editor but not with the reviewers.

Reviewers do not need to re-do this work.

However, in searching to see if authors have adequately summarized the literature, you may find substantially similar papers not cited in the paper under review.

In that case, raise your concerns to the editor.

Do not use AI tools to assist in your reviewing.

Reviewers as individuals do not have the right to share the author's confidential content regardless of the data privacy terms of the large language model you might wish to use.

<https://libguides.mssm.edu/plagiarism>



What about reviewing a paper previously published as a Preprint?



Photo by Scott Graham on Unsplash

- Preprints allow faster dissemination and discussion of results Example: [COVID-19 research in medRxiv and bioRxiv](#)
- Authors can get feedback and revise their papers accordingly before submission to a journal
- Preprints establish priority and can prove originality
- Journals have different policies about whether this is allowed. In general, most publishers that permit preprints require that:
 - the authors disclose the existence of the preprint at submission (e.g. in the cover letter)
 - once an article is published, the preprint should link to the published version (typically via DOI)
 - the preprint should not have been formally peer reviewed

Competing Interest and Ethics Evaluations – JAMIA example

Submitted Review



Please enter your name if you wish to disclose it to the Authors:

req Please provide a competing interest statement:

I have no competing interests.

Are research ethics (eg study design, consent, ethical approval) addressed appropriately?

☒ Yes

☐ No

If not, please supply details below or discuss with the editor.

Do you have any concerns about publication ethics (eg plagiarism, fabrication, redundant publication, undeclared conflicts of interest)?

Expertise and Open or Signed Peer Review

- Expertise:
 - multiple reviewers bring different perspectives
 - it's okay to inform an editor that you are not able to evaluate the statistical components of a paper and they will decide how to address that need
- Open peer review / signing your reviews
 - Works well for mostly positive reviews; is risky for negative reviews or where you are not confident
 - Requires diligence and even more thoughtful writing of the critique
 - Reviews may be published, but unsigned (e.g. PLOS One)

Read more: Kiermer V; Mudditt A. **Open Reviewer Identities: Full Steam Ahead or Proceed with Caution?** Scholarly Kitchen, Sep 21, 2021. <https://scholarlykitchen.sspnet.org/2021/09/21/open-reviewer-identities-full-steam-ahead-or-proceed-with-caution/>

Making and learning from your recommendations

Review form questions and recommendation choices

- Understand the review form and recommendation choices.
- Reproducibility testing is not typically required – note whether or not you reviewed or checked equations
- Do you have the time and energy to write a thoughtful review?

Time for the average review: 2-4 hrs

- read the whole paper, including tables, figures, supplemental data
- a little literature search to see if there is anything new not cited
- writing the feedback on what could be improved with the manuscript (not redesigning their study)

JSIM Introductory Text

Please review the manuscript against the categories listed below. We have many trainee authors. Constructive comments on how the author might improve their manuscript would be very helpful.

Please note that your comments may be forwarded to the author without edit. If you wish to provide confidential comments to the editors that will not be included in feedback to the author, please see the "Comments to the Editor" section at the end of the review form.

Review form questions

- Understand the review form and recommendation choices.
- We revised to give new reviewers options to let us know where there is uncertainty and additional input might be needed.
- Many journals will ask if there are any ethics concerns.

1. Does this paper address an important question and contribute to the field? [MANDATORY]

- Yes
- No
- I don't know

2. Is the manuscript technically sound, and do the data support the conclusions? [MANDATORY]

- Yes
- No
- I don't know

3. Has the author evaluated and cited sufficient relevant literature? [MANDATORY]

- Yes
- No
- I don't know

Comments or Examples of Missing Citations:

4. Has the analysis been performed appropriately and rigorously? [MANDATORY]

- Yes
- No
- Unable to evaluate – please request statistical review.

Recommendation choices

- Major revisions (substance) versus minor revisions (style)
- Clear distinction among revisions so authors can respond. Are you willing to review the revision?
- If you are waffling on the recommendation between revise and resubmit and decline submission, consider whether the issue can be improved by revision. If yes, pick the more generous one and then indicate your uncertainty in the private note to the editor.
- Be sensitive to language; one approach is to write, "I cannot understand what the authors are trying to communicate here."
Romero-Olivares AL doi:
10.1126/science.caredit.aaz7179

5. Is the manuscript and any tables/figures presented in an intelligible fashion and written in standard English?

- Yes
- No
- I don't know

JSIM only minimally copyedits accepted manuscripts, so the language in accepted articles must be clear, correct, and unambiguous. Any typographical or grammatical errors should be corrected at revision, so please note errors here.

Comments/Explanation:

6. Reviewer Recommendation

- Accept submission
- Accept pending minor revisions; new review not required [aka Revisions Required]
- Revise and resubmit for another round of review
- Decline submission

7. Comments for the Editor Only (not shared with Authors):

8. Specific Recommendations to the Authors on how to improve the manuscript, tables or figures:

Learning from your recommendations

The editorial decision:

- Follow up to see the final decision on papers you review.
- Many journals will send reviewers a summary of the final decision.

The actual paper:

- If you have recommended acceptance, you can sign up for journal alerts to see when it is published and how your suggested changes were incorporated. Note that titles often change through the review process.
- Some authors thank their anonymous peer reviewers in the acknowledgements and that is a nice feeling.
- It's also gratifying to see when a paper you substantially improved through revisions gets cited or used.

Questions on Anything?

Thank you!

kris.alpi@mssm.edu

