

GUIDED REVIEW PROCESS

Wilfred CG Peh

Singapore Medical Journal,
National University of Singapore,
Khoo Teck Puat Hospital, Singapore



INTRODUCTION

- Structured review helps
 - reviewer organise thoughts in a logical manner
 - makes it easier for the editor to understand the manuscript better



INTRODUCTION

- Structured reviews help authors
 - appreciate the major points regarding the submitted manuscript
 - address concerns raised by reviewers in a point-by-point manner



INTRODUCTION

- Structured review: components
 - General comments
 - Reviewer's summary
 - Major strengths
 - Major weaknesses
 - Other general comments
 - Specific comments



MANUSCRIPT REVIEWING

Start by:

- Initial scanning
 - author conforms to general journal requirements and style
 - know instructions to authors
 - try to get feel and understanding of author's message



MANUSCRIPT REVIEWING

Followed by:

- Several re-reads
- Summary of paper
- Analysis
 - major strengths & weaknesses
 - general & specific comments



GENERAL COMMENTS

Reviewer's summary

- Useful to the editor
 - especially - general medical journal
- Helps the reviewer distil the essence of the manuscript into a single paragraph



GENERAL COMMENTS

Major strengths

- Strengths- usually list 3 major e.g. importance of findings, topic of current interest, sound methodology, control for bias, appropriate subject population, appropriate statistical analysis, practical value, innovative technique or procedure



GENERAL COMMENTS

Major weaknesses

- Weaknesses- usually list 3 major e.g. no or minimal importance, flawed methodology, biased subject selection, insufficient subjects, missing inclusion and/or exclusion criteria, wrong statistical methods, data do not support conclusions



GENERAL COMMENTS

Other comments

- Any true advance in knowledge?
 - if so, are they important and do they have a clinical application?
- Is the manuscript generally readable? Is the message clear?



GENERAL COMMENTS

Other comments

- Is the manuscript appropriate for readership?
- Is there any other paper that is substantially similar?
 - duplicate publication/ plagiarism



SPECIFIC COMMENTS

Consists of

- Review of each section of manuscript
- List concerns or disagreements with statements made
 - must provide specific reasons



SPECIFIC COMMENTS

Headings

- Title
- Abstract and keywords
- Introduction
- Materials and methods
- Results



SPECIFIC COMMENTS

Headings

- Discussion
- References
- Tables
- Illustrations (including legends)



SPECIFIC COMMENTS

Identify

- Important but missing items
- Contradictory statements
- Reviewer's own limitations
 - i.e. be honest!



EDITOR & REVIEWERS

Editorial decisions

- Selection of reviewers'
 - comments are sent to author
 - numbered & edited

Aim is to help author improve manuscript - regardless of outcome



SUMMARY

- Reviews are ideally structured
 - helpful to reviewers, editors and authors
- General comments
 - reviewer's summary
 - major strengths and weaknesses
 - other general comments



SUMMARY

- Specific comments
 - list each area of concern precisely
 - with supporting reasons
 - identify missing items
 - point out contradictions
- Aim to improve manuscript

