

## **Peer Review Frequently Asked Questions**

### **Journal of Children and Young Peoples' Health**

#### **What is peer review?**

Peer review is a process by which a manuscript is critically evaluated by independent topic experts. The aim is to ensure that the work is rigorous, accurate, credible and trustworthy and to ensure it meets the standard for publication.

Peer reviewers of Journal of Children and Young People's Health (JCYPH) are important part of the review process. Although other journals may have slightly different peer review requirements/processes, the following information has been provided to support all reviewers of JCYPH.

#### **What steps are involved in the peer review process with the Journal of Children and Young Peoples' Health (JCYPH)?**

1. Author submits manuscript to the JCYPH for publication
2. Editor of Journal conducts a primary review to identify that the manuscript fits the aim and scope of the JCYPH. If the manuscript meets this requirement and has complied with the publication guidelines it is assigned to an Associate Editor
3. Associate Editor invites at least two experts in the topic area to conduct a blind review. (The author and the reviewer do not know the identity of each other).
4. The reviewer accepts the email invitation to review the manuscript based on their own expertise, current evidence-based practice and the timeline to conduct the review. The timeline is usually within three weeks. The reviewer will also make this decision based on any perceived or actual conflicts of interest. If reviewers have any questions the Editor can assist.
5. Reviewer completes the review providing constructive feedback to the authors and can also provide confidential comments to the Editor. This will include also making a recommendation to the Associate Editor about whether to accept, revise or reject the manuscript. If making recommendations to revise the paper, the reviewer will give specific feedback to the author about items to address.
6. The reviewer enters the feedback into the ScholarOne website. The Associate Editor/Editor evaluates the reviewer reports and makes an overall recommendation—accept, revise, or reject the manuscript. This may also include a decision about a minor or major review. In the case where two reviewers disagree, the AE/E can make the final decision or invite a third reviewer.
7. The reviewer will be asked if they are available to review the manuscript (if applicable) after the authors have responded to any feedback. JCYPH encourages all reviewers to be available for this final review to ensure continuity for the authors.
8. If applicable, the reviewer will receive a final review invitation from the Associate Editor with the amended manuscript and a Reviewer Response Table ([JCYPH Author Guidelines Revised.pdf \(accypn.org.au\)](https://accypn.org.au)) which provides detail about the changes made to the manuscript in response to the reviewer comments.
9. The reviewer should maintain confidentiality throughout the peer review process, even after publication and must not share contents of manuscripts or use them for personal purposes.

This Webinar by Dr Diana Marshall, Head of Reviewer Programmes, Taylor and Francis will, walk you through the peer review process. <https://www.youtube.com/watch?v=i9e1lyKjFk>

### **Who can become a peer reviewer?**

Anyone with the right expertise and qualification/s can become a peer reviewer. Being a reviewer enhances professional development of an individual. JCYPH invites reviewers with specific content or research expertise as well as academic scholarship in the field.

### **What qualifications do I need to become a peer reviewer?**

To become a reviewer, the JCYPH requires the individual to be a registered nurse with at least five years of experience in their area of children and young people's health. A postgraduate qualification is preferred. A Masters level or PhD is desirable. JCYPH encourages reviewers both from within Australia and overseas. The COPE Ethical Guidelines for Peer Reviewers set out the basic principles and standards to which all peer reviewers should adhere (see link below).

### **What are the benefits of peer review for reviewers?**

Conducting peer reviews provides:

- firsthand information on new and emerging evidence in your area of expertise
- The opportunity to contribute to knowledge and practice in your area of expertise.
- Enhances your writing, research, and critiquing skills
- Supports your professional development
- Supports the development of critically important relationships and connections in research.
- Allows you to contribute and giving back to your profession and improve care for children, young people, and their families.

All peer reviewers will receive an annual acknowledgement of their reviews for the purposes of citing in a curriculum vitae or Continuing Professional Development Record.

### **If I accept to review, how long am I expected to return the feedback?**

To ensure quick turnover for authors and timely publication, the JCYPH requests that the review is completed within three weeks. Extensions can be granted if required. You will receive automatically generated reminders from the ScholarOne platform.

### **What should I consider before I accept to review a manuscript?**

An invitation will come with the abstract of the manuscript. Please read the abstract and ask yourself the following questions before accepting to review a manuscript:

- Do I have expert knowledge and skills to contribute to the topic of the manuscript?
- Am I confident in the research methodology/methods?
- Do I have the relevant skills and capacity to review the manuscript?
- Do I have the time to complete the review within the stipulated timeframe?
- Do I have a conflict of interest (i.e. a collaborator or involved in the research project)

Reviewers can visit the JCYPH website for a full list of instructions for Authors when reviewing a manuscript including the type of manuscripts.

### **Do peer reviewers get paid?**

No. The peer review process is voluntary and an opportunity to make expert contributions to your area of expertise. It can also demonstrate that you are meeting the ACCYPN standards (2016): maintains knowledge of contemporary issues relevant to children and young people's nursing practice; seeks formal and informal opportunities for educating, networking and publishing in regard to children and young people's nursing and participates in relevant professional organisation(s).

### **Can I use track changes when reviewing?**

When reviewing, it is important to remain anonymous. All reviewers must remove their names from (anonymise) any tracked changes or comments to keep the review blind.

### **What to look for when reviewing a manuscript**

- Is the topic of the manuscript or the question the manuscript intends to answer relevant to your area of expertise?
- Is the methodology appropriate for answering the research question? Example, did authors use qualitative methods to answer a qualitative question/research topic?
- Are the methods based on sound scientific evidence?
- Are the findings supported by the data?
- Is the paper well written? Are there logical flow and consistency? Are there appropriate use of academic/formal English Language and Grammar?
- Is the content appropriate for readership within and beyond the area?
- Is the manuscript scientifically sound?
- Are there any biases in the written manuscript?
- How will publication of the manuscript support your area of expertise? What is the clinical or practice implication of the manuscript?
- Additional information about specific reporting guidelines for studies can be found on the Equator network website: [The EQUATOR Network | Enhancing the QUALity and Transparency Of Health Research \(equator-network.org\)](https://equator-network.org/)

### **What resources are available to support peer reviewers?**

The following resources from publishers contain relevant information to support your review. Alternatively, you can contact the Associate Editor for support if required.

1. SCHOLARONE: [Web of Science Learning \(clarivate.com\)](https://clarivate.com/web-of-science-learning/)
2. WILEY: <https://authorservices.wiley.com/Reviewers/journal-reviewers/becoming-a-reviewer.html/peer-review-training.html>
3. COPE: <https://publicationethics.org/resources/guidelines/cope-ethical-guidelines-peer-reviewers>
4. NATURE: <https://www.nature.com/articles/d41586-022-00216-1>
5. SCHOLARONE: [ScholarOne Manuscripts Training - Web of Science Group \(clarivate.com\)](https://clarivate.com/web-of-science-learning/)
6. Equator Network: [The EQUATOR Network | Enhancing the QUALity and Transparency Of Health Research \(equator-network.org\)](https://equator-network.org/)

## References

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Chong, S. W. (2021). Improving peer-review by developing reviewers' feedback literacy. *Learned Publishing*.

Harvey, O., Taylor, A., Regmi, P., & van Teijlingen, E. (2022). Struggling to reply to reviewers: Some advice for novice researchers. *Health Prospect: Journal of Public Health*, 21(2), 19-22.

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