

## MDADVISOR PEER REVIEW GUIDELINES

**MDAdvisor** is committed to being the leading peer-reviewed MEDLINE® indexed publication that physicians and healthcare professionals turn to for updates on current topics in healthcare and insightful commentary. **MDAdvisor** publishes a diverse range of timely articles that provides readers with information related to medicine, health policy, risk management, legal and regulatory issues, medical history, electronic information and communication and related topics.

### REVIEWS

All manuscripts and letters will be reviewed electronically through Editorial Manager (<http://MDAdvisor.edmgr.com>) on an invitation basis. Reviewers will be required to provide a mailing address, phone number, e-mail address and specialty or area of expertise. Any questions relating to the review of a manuscript can be addressed to [Editor@MDAdvisorNJ.com](mailto:Editor@MDAdvisorNJ.com).

All reviews will be conducted on a double-blind basis. The reviewer will not have knowledge of the manuscript's author, and the author will never be made aware of the identity of the reviewers.

Your invitation to review a manuscript will include a due date. If you agree to review the manuscript but later realize that you will not be able to accomplish it in that time, that you have a conflict of interest, or that it is an inappropriate topic for you to review, please advise the journal office as soon as possible.

**All manuscripts provided to you as a reviewer are considered privileged communications and may not be publicly discussed prior to the manuscript being published, may not be copied, and may not be shared with others except with permission of an *MDAdvisor* Editor.**

## GENERAL INSTRUCTIONS TO REVIEWERS

First, read the entire manuscript and determine whether the manuscript has educational or informational value for our readers, and whether it is consistent with our mission. Provide a recommendation on the article by giving a score of A (Accept), B (Minor Revision), C+ (Major Revision), or C (Reject), as explained below.

- **A** Accept as is. Little or no revision or editing required. It is expected that few manuscripts will fit this category.
- **B** Accept with minor revision. Most acceptable manuscripts will require revision and editing. Editing should be aimed at clarifying and shortening. Most articles will have redundant or extraneous material that detracts from the article and from the intended message.
- **C+** Reject, but with note to author that there may be the basis for an acceptable article, with extensive revision or re-writing.
- **C** Reject. This manuscript should not be published in *MADvisor*. The subject matter may not be appropriate or the information may not be of significant educational value to the intended audience.

Add a brief comment regarding your recommendation of acceptance or rejection. This will generally consist of one, or at most, two paragraphs. If it is recommended that the article be rejected, little or no time need be spent on a detailed review.

Now, re-read the manuscript and provide a detailed listing of specific concerns about the manuscript. Provide comments with reference to specific pages, paragraphs, and lines. It is not necessary at this stage, and indeed it is undesirable, to do copy editing, or to attempt to revise or re-write the article.

### **Please consider the following things when reviewing an article:**

1. Does the title clearly describe the subject and purpose of the article?
2. Is the organization of the manuscript satisfactory?
3. Does the text provide the reader with all the needed information?

4. Because illustrations require a great deal of space, they must be deemed essential to a reader's understanding of the article. Are they essential? If not, which would you delete? Are the legends adequate?
5. Tables are useful only if they contain information that cannot be easily summarized in the text. Tables are seldom useful for listing one category of information. Are all of the tables necessary, or is the information also given in the text? Could the information in a table be summarized in the text? Could several tables be combined? Are clarifications or changes needed?
6. Are the numbers given in the text and tables consistent? Do they add up? Are the symbols correctly used? Could the information be more clearly presented?
7. Are references relevant and up-to-date?

You should consider whether the topic would be of interest to our readership, consisting of the broad range of medical specialties as well as some lay readers. For example, an article about surgical technique may not be appropriate, even if excellent. Evaluate the organization of the manuscript and whether there is a clear and consistent purpose or message. Also, consider the vision and mission of *MDAdvisor* when reviewing manuscripts.

Be especially wary of case reports. The case may be rare or interesting, but should not be accepted unless it will add significantly to the education and information of our readers.

If you are uncomfortable about reviewing one section of the manuscript, such as the statistical methodology or the validity of an evaluation scale or system, complete the review and advise *MDAdvisor* that we must have someone else evaluate that section.

Your comments should be inserted into the "Reviewer Blind Comments to Author" box. For your convenience, and to take advantage of word processing features (e.g., spell-check, bullets, numbering), we suggest you use your regular word processing program (e.g., Microsoft Word, WordPerfect) when typing your review. You should then copy and paste your comments into the boxes provided.

It is never necessary or desirable to make derogatory or negative statements. Remember that comments must be phrased appropriately and carefully, as they will be going to the author.

Any confidential comments that you want to send to the Editor but not the author can be inserted into the "Reviewer Confidential Comments to Editor" box.

After receiving all of the reviews and recommendations, the Editor will make a decision and relay it to the author. If there is a significant divergence of opinion among the reviewers, the manuscript may be sent to additional reviewers, or may be held for a meeting of the Editorial Board.