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Peer Review and Manuscript Management in Scientific Journals: Guidelines for Good Practice; Contents; Foreword by Robert Campbell and Sally Morris; Preface; Chapter 1: Introduction; What should peer review do?; What does peer review assume?; What is this book trying to achieve?; Chapter 2: The peer-review process - how to get going; The basic process; The people involved in running the peer-review process; Office organization; Choice of system and procedures; Record keeping; Systems available; Chapter 3: Manuscript submission and initial checks on completeness and suitability
Submission guidance to authors
Journal scope and editorial policy; Manuscript presentation; Manuscript submission; Checking and logging of submitted manuscripts; Transfer to editor; Initial assessment of suitability and rejection without external review; Manuscripts with language problems; Chapter 4: The full review process; Identifying and selecting appropriate reviewers; Reviewer information; How to go about identifying and selecting reviewers; Finding reviewers; To invite or not?; Inviting reviewers; Responses to invitations to review
Getting the manuscript and associated material to the reviewers
Information reviewers will require; Associated material needed by reviewers; Monitoring review progress; Reminding and chasing reviewers; Problems during review; Reviewers not returning reviews; Receiving and checking of returned reviews; Checking of reviews; The ethics of amending reviewer reports for authors; The 'ideal' report; Back-to-back manuscripts; Dealing with enquiries on manuscript status; Chapter 5: The decision-making process for reviewed manuscripts; The organizational structure for decision making
The decision-making process
Divided opinions from reviewers; The decisions that can be made; Checks to be made before communicating decisions to authors; Communicating the decision to the authors; Rebuttals and appeals from authors; Dealing with revisions; Dealing with resubmissions; Problems with resubmissions; Acceptance; Decision making to consistent standards and the problem of availability of space; Special considerations in decision making: dual-use research and the possible misuse of information; Chapter 6: Moving to online submission and review; How do you choose an online system? How to prepare to move to online working
Evaluation of current workflow and responsibilities; Specification design for the journal; Questions and text options on the site; Preparation of editorial correspondence for the online site; Health and safety issues; Training and support; Data transfer; The launch and transition period; What to expect after going live online; Impact on submission numbers; Impact on the quality of submissions; Impact on geographical origin of submissions; Impact on reviewing and administration times; Problems that may be encountered and how to deal with them
Online systems are never closed

Sommario/riassunto

This comprehensive yet concise book provides a thorough and complete guide to every aspect of managing the peer review process for scientific journals. Until now, little information has been readily available on how this important facet of the journal publishing process should be conducted properly. Peer Review and Manuscript Management in Scientific Journals fills this gap and provides clear guidance on all aspects of peer review, from manuscript submission to final decision. Peer Review and Manuscript Management in Scientific Journals is an essential reference for science jou
