

## Top Tips for Peer Review

There is a lot to process when taking on a peer review. Here is a broad overview of the elements that can help you:

- 1. Respond promptly to invitations** - When you receive an invitation to review, the article's abstract will help you decide whether it's within your area of interest and expertise. Remember to respond promptly or else you might delay the process.
- 2. Show integrity** - Keep the contents of any manuscripts you're reviewing confidential. You would expect the same of others reviewing your own work. What's more, if you've submitted similar research of your own, or if you've reviewed the article for a different journal, let the Editor in Chief know there's a conflict of interest.
- 3. Stay within scope** - When commenting, make sure your remarks stay within the scope of the paper and don't veer off subject. If you're unclear of the scope, editorial policy, presentation and submission requirements, speak to the Editor in Chief or read the Journals Instructions to Authors.
- 4. Be constructive** - Your review should ultimately help the author improve the paper. Offer some constructive feedback, even if your recommendation ends up being to reject.
- 5. Allocate enough time** - Carefully analysing and commenting on a manuscript can take a good chunk of time. Make sure you have enough time available when taking on a review.
- 6. Be consistent** - Structure your comments by numbering them. It makes the Editor's life a lot easier. You can also divide them into major and minor issues to help authors prioritise corrections. Keep comments to authors separate from the confidential ones to editors. But make sure your comments to authors correspond to your assessment on the confidential review and checklists.
- 7. Focus on the research** - If you're reviewing a paper that's in English but wasn't written by a native speaker, it's good to be tolerant and point out elements that change the meaning, rather than commenting on the quality of their English.
- 8. Look at the conclusion first** - The conclusion will give you a good idea whether the research is an exciting development within its own field.
- 9. Check robustness of facts** - Editors find it useful if you comment on the number of replicates, controls and statistical analyses. Strong statistics are crucial to determining whether the outcome is robust.
- 10. Give credit where it's due** - If a paper you're reviewing is really good and an excellent addition to the existing literature, don't be afraid to say so.

Thank you for agreeing to review the submission

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