

Certified Peer Reviewer course

Syllabus

Section 1: What is peer review?

- 1. What is peer review? Why peer review?**
 - a. A brief history of academic publishing
 - b. Status quo of peer review and its trends
 - c. Explaining the editorial and peer review processes
 - d. What will have happened to the paper before you see it
 - e. Why reviewers review
 - f. What editors look for/the perfect reviewer
- 2. Models of peer review**
 - a. Single, double, triple, open
 - b. Internal vs. external peer review
- 3. Typical peer review process**
 - a. Submission, triage, external peer review, decision
 - b. The role of the author, editor and reviewer in peer review
- 4. How to get involved**

Section 2: I just got a review invite, what's next?

- 1. Initial checks**
 - a. Areas of expertise, conflict(s) of interest, bias, availability
- 2. Accept invite**
 - a. Editor requirements
 - b. Journal-specific instructions, peer review model
 - c. Confidentiality
 - d. Registrations and accounts
- 3. Decline invite**
 - a. Provide reason
 - b. Suggest candidate(s)

Section 3: How to write a helpful peer review report

- 1. Comments to authors**
 - a. Collegial and constructive yet critical and objective
 - b. Checklists, do's and don'ts
 - c. Awareness of area/different article types
 - d. Ethical considerations, journal and subject specific guidelines
 - e. Article sections

2. Confidential comments to editors

- a. General impression
- b. Novelty/importance/significance
- c. Language and grammar
- d. Concerns

3. Decision recommendation

- a. Accept/reject/minor/major
- b. The editor's decision is final

Section 4: What next?

1. After your review

- a. Continued confidentiality
- b. Reusing/cascading review reports
- c. Rewards and recognition