

## Instructions for Peer Reviewers

All manuscripts submitted to Touch Medical Media journals undergo double-blind peer review. The process aims to provide authors with objective feedback to improve their work and allows the editor to assess the paper's suitability for publication in the journal.

The COPE Ethical Guidelines for Peer Reviewers set out the basic principles and standards to which all peer reviewers should adhere during the peer-review process. Please refer to these before accepting to review a paper and throughout the review process.

### Invitation

The editor will email you with the paper, peer-review form and the deadline for receiving the final comments. We request that you respond to the invitation as soon as you can – any delays in responding slows down the review process. If you decline the invitation it would be greatly appreciated if you are able to provide suggestions for alternative reviewers.

### Peer Review Form

The editor will provide you with a form to complete; the form is made up of 3 sections and includes a number of questions to consider whilst reviewing the article. At the top of the form you will be asked to provide one of the following recommendations:

- Accept (if you believe that the paper is suitable for publication in its current form you must justify why no revisions are required and provide a summary of the article)
- Revise – either major or minor (explain the revision that is required, and indicate to the editor whether or not you would be happy to review the revised article)
- Reject (explain reason in report)

Consideration should be given to whether the paper is suitable for the journal it is submitted to. Each journals' aims and scope is available under the Journals tab on the website.

Please focus the review on the content of the manuscript and not on grammatical or spelling errors, all accepted articles are sub-edited by our in house editor prior to publication.

### Deadline for Completion of Peer Review Form

We request that reviewers return the completed form to the editor by the date provided in the invitation email. If you need more time please notify us immediately so that we can keep the authors informed.

### Confidentiality

Reviewers are required to treat all submitted manuscripts in strict confidence and should not share information about submissions with any other parties unless previously agreed with the editor.

We expect that reviewers will not make use of any material or take advantage of any information they gain through the peer review process.

### Conflicts of Interest

You may not undertake a peer review of an article if you are unable to do so objectively. When submitting your review, you must confirm whether or not you have any competing interests and sign the form.

### Editorial Process

The editor makes a decision based on the reviewers' comments and recommendations, seeking guidance from the Editorial Board where necessary.

### Conflicting Reviews

If reviewers appear to disagree the editor will send all the comments to the relevant Section Editor and ask that they make the final decision.

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## **Revisions**

Revised manuscripts and rebuttal letters will be assessed by the editor. Manuscripts that undergo major revisions may require re-review by the original reviewer or a member of the editorial board.

## **Appeals**

If an author feels they are able to revise their rejected article based on the peer reviewers' comments we will ask that they submit the revised article and a rebuttal letter. We will then return the revised article to the original peer reviewers to be reconsidered for publication in the journal.