Plastic and Reconstructive Surgery & PRS Global Open
Reviewer Handbook

Thank you for all you do as a reviewer for *Plastic and Reconstructive Surgery* and *PRS Global Open*. We never forget that you are donating your time, enthusiasm, and great expertise to your peers so our Journal will continue to enhance our specialty worldwide.

Contents

I. General Tips: Agreeing & Submitting

The following reminders and strategies will help us to continue to provide the best possible peer reviews to the authors and your peers.

- Agree to review or Decline to review **within 2-3 business days** when possible.

- There is **no need to agree to review every paper**.
    - It's better to get a "no" quickly, rather than no response.

- If you find yourself declining more reviews than you accept, let us know so that we can better match papers to your areas of expertise.

- When declining the invitation to review, please include a reason as to why.
    - Especially if we have misjudged your areas of interest or expertise

- If you do agree to write the review, continue to **submit it on time or ahead of time**.

- When an article's status changes to **"Required Reviews Complete,"** it indicates that 3 reviews have already been submitted.
    - This status is a good indicator that the Editor might be able to make a decision on the paper soon.
    - Please submit your review soon after that status change.
    - If you need more time, please let the editorial staff know at PRS@plasticsurgery.org.

- If the Editor is ready to move forward with a decision, reviewers may be unassigned from a review before its due date. If 7 days have passed after you accept the assignment, and you still plan on submitting the review before the 14-day period expires, **contact the editorial staff** at PRS@plasticsurgery.org so we can give you more time.

II. Content of the Review

- Peer review is **essential** and is the cornerstone of PRS. A good review offers a **summary** to the editor-in-chief and more importantly, **critiques** the merits of the article. Included below are some key questions to consider:

  - Is this appropriate for PRS or PRS Global Open?
  - Is the topic interesting or original?
  - Were the author's methods ethical?
  - Can you suggest a better way to address the issue than what the authors did?
  - Do the figures/tables add to the paper?
  - Would you cite this paper if published?
  - Does the data back up the author's findings?
  - Are there fatal flaws in the paper?

- **Comments are Key:** Please note that a review without any 'comments to the editor' or 'comments to the author' is not useful in the decision-making process for the editor or the revision process for the author.

- **Meaningful, Constructive Comments:** Be sure to posit your critiques to the author in a constructive manner. There is no purpose for negativity or mean-spiritedness. Constructive comments should aim to help the author improve their paper, whether it winds up in *PRS*, *PRS Global Open*, or another journal altogether.
  - **Inflammatory, insulting** comments are *not* allowed.

- **Question 8:** Please make sure that you answer question 8, which asks you to rank the article against other articles you've read.

- **The Peer Reviewer's Golden Rule:** "Review unto others as you would have them review unto you."

- **Further Reading on Peer Review:**
  - Sandra Kotsis and Kevin Chung. "Manuscript Rejection: How to Submit a Revision and Tips on Being a Good Peer Reviewer." 133(4):958-964, April 2014.
  - Rod Rohrich. "The Promise and Perils of Peer Review." 118(3): 795-797, September 2006.

III. Earning CME Credit by reviewing for PRS

Did you know that you can earn CME credits by reviewing for PRS? This feature goes hand-in-hand with providing a good review. Here is how the process works:

- Agree to a review invitation from PRS
- Submit your review by the deadline provided in the invitation
- Follow the keys to providing a great review provided in section 2

Once your review has been submitted, it is graded by the editorial staff and the Editor-in-Chief before the comments are sent to the authors.

- **Reviews that receive a score > 70 are eligible for CME credit.**

    o **CME-Eligible Review Example**
        - In this review, the reviewer answered the questions on the reviewer form, gave honest comments and concerns about the manuscript to the Editor, and also provided meaningful, constructive comments to the authors without being negative.
        - This reviewer also suggested in the comments to the Editor that a statistician review the manuscript. If you are uncertain about the stats of an article but statistical analysis is outside your expertise, we would be more than happy to send it to one of our bio-statisticians.
        - Our goal is to inform the author on what will make their manuscript a stronger submission. This not only benefits the authors, but those who will be reading their paper.

- **Reviews that receive a score < 70 are not eligible for CME credit.**

    o **CME Non-Eligible Review Example 1—"Recommendation only"**
        - This reviewer did recommend "revise" in this review, but he/she did not answer the questions on the reviewer form or give any comments to the Editor or the authors. A review like this does not let the Editor and editorial staff know how/why the reviewer made a decision. We would be unable to use this review in making a final decision for manuscript.

    o **CME Non-Eligible Review Example 2—"Insufficient Commentary"**
        - This review answers the questions on the reviewer form, but the only comment provided is, "I feel like manuscript would be better suited in PRS Global Open." While we appreciate the comment, this does not provide any information as to why the reviewer recommends the manuscript be sent to PRS Global Open, rather than be revised for PRS.
        - This review is also missing comments to the authors. Comments

to the authors are important because they provide insight into how/why we've made a particular decision regarding their manuscript and help them improve their paper.

- o **CME Non-Eligible Review Example 3—"Inflammatory comments"**
    - ▪ A review is *not constructive* if it berates the authors or questions their intelligence, motivations, or character. Negative comments should be written in a constructive manner.
    - ▪ If you have serious concerns about the manuscript, but fear they may verge on insulting or accusatory, express those types of comments in the "confidential comments to editor" section.

- See some additional examples of credit-bearing and non-credit-bearing peer reviews here.

    - o [Review Example 1](#)
    - o [Review Example 2](#)
    - o [Review Example 3](#)

Reviewers can earn 3 AMA PRA Category 1 credits for each satisfactory peer review he or she completes.

IV. Classifications and Specialties

The best way to ensure that you are receiving invitations for articles is to update your personal classifications in Editorial Manager. The Editor and editorial staff use these classifications to match reviewers to papers that fall within their area of expertise.

To update your classifications follow these steps:

1. Log in to your Editorial Manager account* and select "Update My Information" from the menu at the top of the webpage. If you do not know your login credentials, please contact the editorial office at PRS@plasticsurgery.org.

   *Please note that PRS Global Open has its own Editorial Manager site.
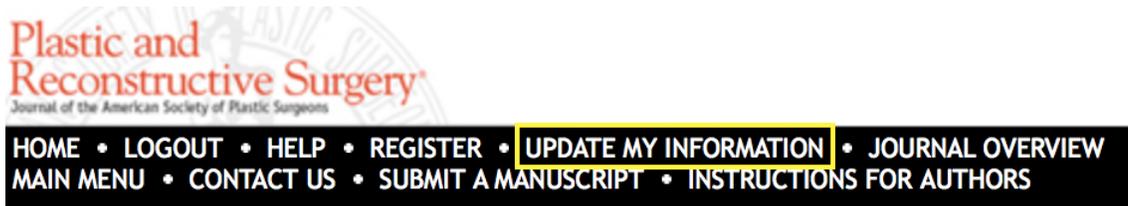
2. Scroll to the bottom of the page to the section labeled "Areas of Interest or Expertise." Here, you can select your personal classifications and rank them. You can also rank your classifications, if you desire.

Select Personal Classifications

Please identify your areas of interest and specialization by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

Search: [   ] [Search] [Clear]
[Matching terms display in red text]

Expand All   Collapse All

Selected Classifications: Select 3+ Classifications

☐ **Breast**
☐ ✓**Cosmetic**
    ☑ Abdominoplasty
    ☐ Ambulatory surgery topics
    ☐ Anatomy
    ☐ Antibiotic and infectious diseases
    ☐ Blepharoplasty
    ☐ Body contouring
    ☐ BoTox
    ☐ Cosmetic outcome studies
    ☐ Deep Venous Thrombosis
    ☐ Facelift
    ☐ Female genital surgery
    ☐ Keloids
    ☐ Lasers
    ☐ Liposuction
    ☐ Medicolegal
    ☐ Migraines
    ☐ Pacific rim procedures (asian aesthetic surgery)
    ☐ Rhinoplasty

[Add->]
[<-Remove]

☐ Academic Practice
☐ Plastic Surgery Education
☐ Technology

Expand All   Collapse All

[Cancel] [Submit] [Submit and Continue to Rankings]

3. Select "Submit" to save your changes.

4. If you need assistance updated your classifications list, please contact the editorial office at PRS@plasticsurgery.org.

V. How to Update Availability in Editorial Manager

Reviewers often decline a review invitation because they are out of town or will have limited time due to other duties. To ensure that we do not invite you when you are unable to review, we ask that you please add the days you will be unavailable to your profile. You will then be listed as "Unavailable", and the Editor-in-Chief and editorial staff will find someone else to review the manuscript.

To add "Unavailable Dates":

1. Log in to your Editorial Manager account* and select "Update My Information" from the menu at the top of the webpage. If you do not know your login credentials, please contact the editorial office at PRS@plasticsurgery.org.

   *Please note that PRS Global Open has its own Editorial Manager site.
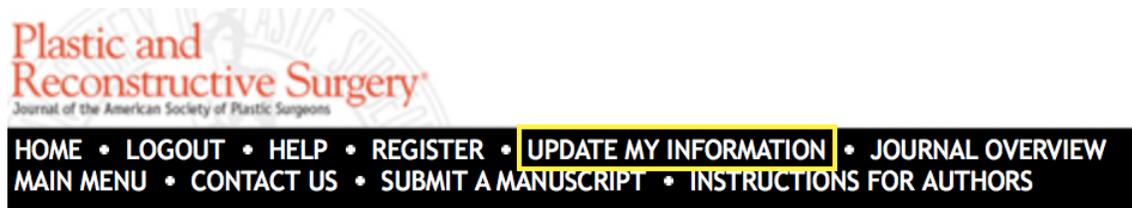
2. Scroll to the bottom of the page to the section labeled "Additional Information." Here, you will find an "Unavailable Dates" button.

3. Select the link that says "Add New Unavailable Date" from the window that pops up.

Edit Unavailable Dates

No Unavailable Dates have been entered.

Add New Unavailable Date

Close

4. You will then fill in the information for the dates you will be unable to review.

5. You may also fill in "Substitute Information" if you know someone who you believe could provide a timely, unbiased review of the paper.

Add Unavailable Date

Please enter the dates that you are unavailable. This information will be taken into consideration when your assistance is desired. You may also enter details of up to three people who the publication may contact in your absence.

Cancel   Submit

Please Enter the Following

Insert Special Character

Start Date: 12/24/2019   (mm/dd/yyyy)
End Date: 12/29/2019   (mm/dd/yyyy)

Reason: I will be visiting family for Christmas

Substitute Information
First Substitute Name:
First Substitute E-mail:

Second Substitute Name:
Second Substitute E-mail:

Third Substitute Name:
Third Substitute E-mail:

Cancel   Submit

VI. Automatic Due Date Reminders

We also offer automatic reminder invitations. This feature is included in all reviewer invitations and is included as a mail attachment that will automatically link to email programs such as iCal or Outlook Exchange. Once linked to your email program, you will receive reminders regarding your due date.

To utilize this feature follow the steps below:

1. Select the "Agree to Review" link in the reviewer invitation sent to you via email.

2. You will receive another email that contains the calendar attachment. Click the attachment and save the appointment to the email program of your choice.
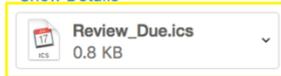

If you have any questions about this process, feel free to contact the editorial office.
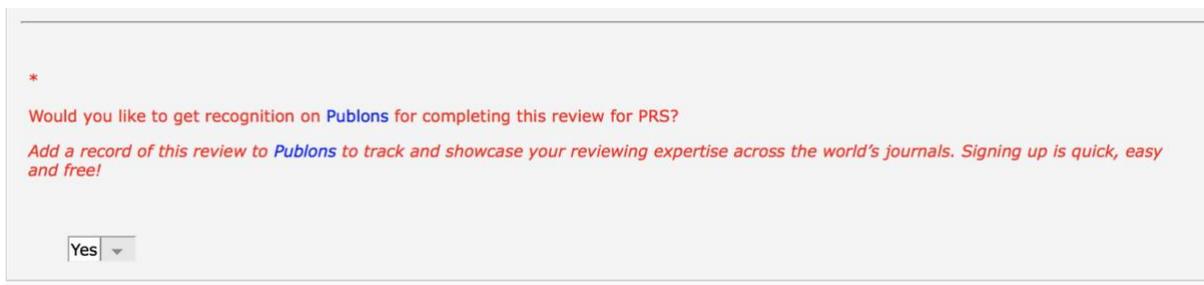
VII. Publons Recognition

Publons is a website and free service for academics to track, verify, and showcase their peer review and editorial contributions for academic journals.

Your Publons profile will display your verified review history across all journals, without revealing any sensitive information about the manuscript. The content of your reviews will not be shared on your profile. The titles, authors, and final decision for manuscripts you review will not be shared, either.

The titles, authors, and final decisions for the manuscripts you review will not be shared on Publon. The contents of your reviews are not displayed.

To receive recognition on Publons:

1. Select "Yes" on the final question on your reviewer form.

*

Would you like to get recognition on Publons for completing this review for PRS?

Add a record of this review to Publons to track and showcase your reviewing expertise across the world's journals. Signing up is quick, easy and free!

Yes

2. Publons will then send you a private link to claim your review. Use this link to add your review to your Publons profile. If you do not have a profile, you will be prompted to create one.

VIII. Reviewer Statistics

To see your reviewer statistics, select "My Review History" on the left-hand side of your Reviewer Main Menu.

Historical Reviewer Invitation Statistics:
- **Agreed to Review/Declined to Review**
    - A "great" reviewer does not need to accept every invitation to keep their statistics for "Declined to Review" at zero. When you decline, it notifies the Editor-in-Chief to invite someone else.
    - For comparison: Reviewers who are on the PRS Editorial Board accept 90.3% of the review invitations they receive

Historical Reviewer Performance Summary:
- **Total Completed Reviews**
    - For comparison: Reviewers who are on PRS and PRS Global Open Editorial Boards are expected to complete 90% of their accepted reviews.
- **Un-assigned After Agreeing to Review**
    - This statistic may be complicated by the Editor-in-Chief removing you from a review assignment before the 14-day deadline if he already has enough feedback to move forward. That said, we request that reviewers keep this number to a minimum.

Historical Reviewer Averages:
- **Days to Complete Review**
    - For comparison: Reviewers who are on the PRS Editorial Board complete their reviews 7 days early (-7), on average.

Please note that these numbers only provide us with quantitative analysis of your reviewer performance. The Editor-in-Chief and leadership always consider the quality of your reviews as well.

Reviews submitted outside the system—such as when you send your review to the editorial staff via email—are not counted toward the metrics listed in Editorial Manager. The editorial staff keep track of these reviews elsewhere.