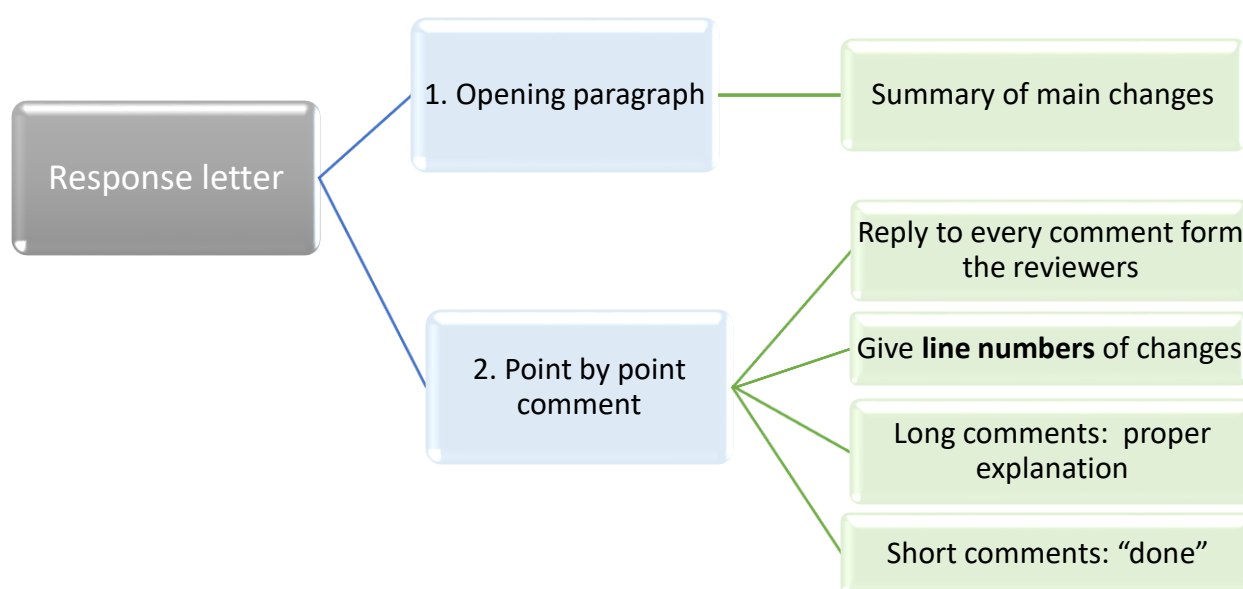


The response letter - Basics

- Needed in the reviewing process
- Keep in mind the letter will be read by the editor AND the reviewers
- Do not reply on a first read!! Sometimes comments are not as bad as they look. Re-read the next day before considering the changes
- Properly written, speeds up the review of your manuscript
- Keep a positive tone; even if they are criticizing your work, the reviewers were using their time to do this!

Basic structure of response letter



What if...

- Reviewer is a moron:
 - We all have been there. Read again next day, reviewer might have a point
- I disagree with the suggestion:
 - If not that relevant for the scope of the manuscript: do it.
 - If relevant: here you have four options
 - a. Do it anyway (*safe*)
 - b. If it is a misunderstanding, figure out why the reviewer did not understand your approach, correct it and provide a full explanation (*mildly safe*)
 - c. Do not do it but offer to do it if editor demands it (*mildly risky*)
 - d. Do not do it and explain why (*risky*)