PEER REVIEW TEMPLATE - Converse Lab

May 2021

One of the most important skills for scientists to learn is how to contribute to the peer review process. Below is a template that I like to use when I do reviews. You may develop your own style over time, but this is a good place to start.

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*COMMENTS FOR EDITOR:*

* Occasionally I may write a few specific comments that just go to the editor. This could be overall impressions of the paper that I just want to share with the editor, or some specific details about my recommendation. I don’t always do this, but I may in certain cases. Most of the time, I will just write the review that will go to both the author and editor [below].

*COMMENTS FOR AUTHOR:*

I start with a short paragraph that accomplishes a few things. First, I recap the main topic or point of the paper in about a sentence. Second, I write a sentence noting at least one thing I liked about the paper. Third, I summarize the overall outcome of my review [something like: *I have several major concerns about*… or *I have only minor recommendations to improve*…]. Finally, I close with a general sentence that says something like, “*I hope the authors find my comments useful for revising the manuscript.*”

*Major Comments*

* Next, I summarize my major comments in bullets. These are the major challenges with the paper, such as a need for new analyses, necessary rewrites of large sections, etc.

*Minor Comments*

* Finally, I summarize more minor comments in bullets. These are minor wording problems, or small statistical issues. Typically, I will reference line numbers, e.g., *“Line 100: I suggest…”*