**Point-by-point response template**

**Date:**

**Thesis Number:**

**Title:**

**Name of the Author(s):**

**Email address(es) of the Author(s):**

Briefly state the novelty of your research in 2-3 sentences. Summarize the main changes to the revised version and explain how it has improved the quality of the paper. If the revised version includes additional experiments or data, please reference them here.

**Major changes and additions to the revised manuscript (please list):**

1.

2.

3.

**Specific Responses:**

***Comment:*** *Copy-paste the Examiner/opponent’s comment here. It is useful to use a different font/colour to easily distinguish between the comments and the reply. If the examiner/opponent has given a large comment, you can split it into multiple comments and address them one-by-one.*

**Reply:** Address the Examiner/opponent’s comments in detail. Each comment must be answered, even if you have decided not to follow the Examiner/opponent’s suggestions. In this case, please explain your reasoning. Your comments should always be referenced to the relevant line(s) and page number (e.g. page 36, line 12-15) in the final manuscript. Always keep in mind that the ultimate aim is to improve the manuscript. After the discussion and reasoning for each comment, write here what is included in the manuscript.

*Comment:* *Copy-paste the examiner/opponent’s comment here. If the opponent comment is big, it can be summarized instead of complete copy-paste. The examiner’s comment needs to be completely copied.*

Reply: Follow the same procedure as in previous reply. In case you have made changes, mention the page numbers where the changes are made. In case there is a small addition of text, you copy paste the text here in quotes and mention page number where the text is added in thesis, as given below

Thank you for pointing this out. We agree with the examiner/opponent’s comment, and we have [explain the change made]. The revised text reads as follows on [insert the exact location where the change can be found in the revised manuscript]:

“Copy here the updated text from the manuscript in quotes. If the comment related changes are large, you can simply mention the page numbers and line numbers, and skip copying the updated text in the response letter. In case the changes are in multiple locations, mention the page numbers of all locations.”

Some further examples:

*Comment: Comment regarding noting a mistake or oversight in the manuscript.*

Reply: Thank you for pointing this out. The Examiner/opponent is correct, and we have [explain the change made]. The revised text reads as follows on [insert the exact location where the change can be found in the revised manuscript]:

“[updated text in the manuscript]”

*Comment: Comment from examiner/opponent suggesting a specific change to the manuscript.*

Reply: As suggested by the Examiner/opponent, we have [explain the specific change made, including the exact location where the change can be found in the revised manuscript].

*Comment: Comment from Examiner/opponent suggesting a widespread change to the manuscript that would need to be updated in multiple places.*

Reply: We agree with the Examiner/opponent’s assessment. Accordingly, throughout the manuscript, we have revised [explain the widespread change made, for instance, switching the order in which the study variables are presented or replacing a term or acronym in the paper]. If there are small changes on multiple places (e.g. typographical errors), just mention that the errors are fixed. No need to give location of each micro change.

*Comment: Comment from examiner/opponent asking for discussion or analysis that is beyond the scope of the paper or the data available.*

Response: Thank you for this suggestion. It would have been interesting to explore this aspect. However, in our study, this would not be possible because [provide a clear explanation for why the suggestion was not implemented].

*Comment: Comment from examiner/opponent with a correction to a typographic, spelling, or grammatical mistake.*

Response: Thank you for pointing this out. The [describe the correction made] has been corrected on [insert the exact location where the change can be found in the revised manuscript].

*Comment: Comment from examiner/opponent with a suggestion to improve the manuscript.*

Response: We think this is an excellent suggestion. We have [explain the change made, including the exact location where the change can be found in the revised manuscript].

*Comment: Comment from Examiner/opponent asking for discussion or analyses that are not possible given constraints on the data available.*

Response: Thank you for pointing this out. Although we agree that this is an important consideration, it is [beyond the scope / not appropriate for inclusion / cannot be analyzed] in this manuscript because [provide a justification for why the content cannot be added to the manuscript].

*Comment: Comment from Examiner/opponent asking for additional content (e.g., more background on a topic in the introduction, expanded reflection on a finding in the Discussion)*

Reply: We have added the suggested content to the manuscript on [insert the exact location where the change can be found in the revised manuscript].

*Comment: Comment from Examiner/opponent asking for changes in a specific section of the manuscript*

Reply: [Specific section] has been updated, such that [explain the change made].

*Comment: Comment from Examiner/opponent pointing out an unaddressed limitation of the study.*

Reply: We agree that this is a potential limitation of the study. We have added this as a limitation on [insert the exact location where the change can be found in the revised manuscript]: “Another potential limitation is [briefly describe the limitation and any steps you took to address it in your study or how it could be addressed by future researchers]."

Sincerely,

(Author name(s))

Note: This template is for guidance purpose only. Students must formulate their responses according to the comments.