

# Peer Review Seminar in English

## 1. Outline

### Session 1: History, methods, & recommendations for manuscript management and review

#### 1. Evolution of the peer review system

#### 2. Manuscript management & review workflow: Steps

Step 1. Check for completeness – a typical checklist

Step 2. The first decision – to review or not

Step 3. The peer review

Which model to use – open or masked?

Who to assign

How to review

Step 4: Decision after review

#### 3. Guidelines and ethical obligations

Guidelines – Hames I. *Peer Review and Manuscript Management in Scientific Journals: Guidelines for Good Practice*. Wiley-Blackwell; 2007

Ethical obligations – *The Golden Rules*

Editor-in-chief

Editors are responsible

Reviewers are advisors

Editorial office staff maintain confidentiality

### Session 2: How to read a paper and write a peer review

The trainer will highlight how to spot problems in sections of a paper; she will use examples from one or several papers from past workshops. The emphasis will be on reading a paper for a review, not on writing a paper.

#### 1. Steps for a thorough, critical reading

Step 1: Prepare the draft

Step 2: Preliminary check

Step 3: Detailed check of sections

**Tables & figures: Details**  
**Tables & figures: Ethical problems**  
**Aim or hypothesis in the introduction**  
**Return to tables and figures**  
**Check background**  
**Verify methods**  
**Examine results**  
**Check discussion**  
**Reread abstract, title & keywords**

**Step 4: Consistency of parts**

**Step 5: Final, overall review**

**Scientific merit**  
**Originality**  
**Validity (statistical or as the field defines)**  
**Presentation quality**

## **2. How to structure the peer review document – Content and tone**

This is a brief introduction on how to structure comments.

## **2. Audience**

### **Participants**

Those who have or will be requested to peer review academic papers written in English. They are

- Journal editors
- Professors
- Graduate students
- Academic society members

## **3. Profile**

Mary Nishikawa is a Board Certified Editor in the Life Sciences and works as an academic trainer for Cactus Communications, in Japan.

After receiving her MA degree in Biochemistry from City College, City University of New York, Ms. Nishikawa taught undergraduate chemistry for a community college and advanced placement chemistry for the New York City Board of Education. After that, she was a protein biochemist at

Hoffmann-La Roche, where she worked in the early stages of AIDS research. This led to the commercialization of the protease inhibitor, Invirase. While at Roche, Ms. Nishikawa met her husband and moved to Japan, transferring to Nippon Roche Research Center as document reviewer and editor. She became president of a virtual company that trained researchers at the center. Her review and editing of papers helped researchers publish in journals, such as Science and Cell. After Nippon Roche, she worked at the technology center of Schlumberger, in Japan. There, Ms. Nishikawa was a technical editor, webmaster, and end-user developer of a documentation management system. She facilitated an XML user's group and co-led a web technologies community of practice for 1,500 members in Schlumberger worldwide. Ms. Nishikawa wrote and presented papers on information management at Extreme Markup Language Conferences, still read by specialists today. At that time, she was an ISO project editor for the IEC JTC 1/SC 34 Document Description and Processing Languages Committee. For the past eight years, Ms. Nishikawa worked at the Medical Tribune, Inc. in Tokyo, as project manager, editor, writer, and foreign news analyst, where she reviewed published research articles and wrote over 50 articles for the newspaper. She has reviewed and edited research reports of professors in Thailand, Taiwan, Korea, and Japan. She wrote a newsletter and facilitated advisory board meetings for Japanese pharmaceutical companies. She was also an English journal editor of Medical Tribune academic publications. She is a member of the American Association for the Advancement of Science.

#### **4. Questions**

You can ask a question of the lecturer, if you register with CACTUS Communication K.K. Please click the URL.

<http://online.editage.jp/event/9096562>