

# ACADEMIC MEDICINE

Journal of the Association of American Medical Colleges



Tomorrow's Doctors, Tomorrow's Cures®

## Reviewer Guidelines & FAQs

### Conflict of interest.

A reviewer must withdraw from reviewing any manuscript that he or she is not able to review fairly and impartially due to conflicting or competing interests. If you believe that you are not able to review this manuscript fairly and impartially, please do not review it, and notify the journal's editorial office immediately. By entering "yes" to the query in the confidential note field, you also agree to maintain the confidentiality of findings and other information reported in the manuscript under review before its publication.

### Confidentiality.

The review system is based on confidentiality. We use a "single-blinded" review process – i.e., we keep your name confidential from the author, and we expect you to keep the manuscript and its contents confidential, both while you are doing the review and afterwards. If you wish to involve a specially qualified colleague in the review (or perhaps want to guide a junior colleague in learning how to review), you must contact the editorial office and ask for permission ahead of time.

### Reviewer Comments.

Your comments will be sent to the author. If there are specific remarks you do not want the author to see, put them in the confidential note field. However, most of your comments will be very useful to authors in revising their manuscript, (even if for submission to another journal). The editors have observed that reviewers tend to write "softer" comments for authors and then write direct and pointed comments as a confidential note to the editor (e.g., "It is very frustrating that this manuscript does not describe the main issue in a way that reveals its importance.") It is often the latter note that would be most useful to authors, but it cannot be released to them if it is in the "confidential" box. So, please consider placing most or all of your comments in the standard review comments section.

### Frequently Asked Questions from Reviewers.

- **I forgot my Username and Password. What should I do?**

On Editorial Manager's Logon page, click on "Forget your password?" and it will send you your logon information. If you continue to experience problems logging in, click on the "Login Help" page for additional troubleshooting tips.

- **When should I withdraw from reviewing a manuscript due to a conflict of interest?**

*Academic Medicine's* reviewer guidelines state that a reviewer should not review a manuscript when "he or she is not able to review fairly and impartially due to conflicting or competing interests." These conditions may include (but are not limited to):

- i. Appointment at the same institution as one or more authors of the manuscript.
- ii. Competing interests that could bias the reviewer's opinion of a manuscript's content, such as when professional judgment concerning primary interests (e.g., validity of research) may be influenced by secondary interests (e.g., professional rivalry or relationship, financial gain).
- iii. Prior student/teacher or mentor/mentee relationship with one or more authors of the manuscript.

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- **I have already accepted the invitation to review, but realize I am unable to perform this review. What should I do?**

Please try to complete the review to help the journal's professional staff process the manuscript in a timely manner. If extraordinary circumstances prevent you from doing so, please contact the journal's editorial office immediately by email (write out email address here in case link does not work) or phone: (202) 828-0590. If you have suggestions for alternative reviewers, please tell us when you decline the assignment.

- **What if I would like to have a colleague assist in this review?**

We encourage reviewers to mentor junior faculty on the peer-review process. If you wish to involve a specially qualified colleague in the review, you must contact the editorial office and ask for permission ahead of time. In addition, please disclose your colleague's name, title and email address in the confidential note field of your review.

- **How will I be informed of the decision on a paper that I have reviewed?**

A copy of the decision letter will be sent to you.

- **How do I obtain official documentation of my contribution as a reviewer? (i.e. for a year-end review, a degree, etc.)**

Each year, we publish an annual reviewer list in the January issue of *Academic Medicine*. In addition, we send each reviewer a special thank you letter acknowledging his or her service.

- **I have a question not covered on this list.**

Please contact the journal's editorial office by email or phone: 202-828-0590.