

# Certified Peer Reviewer course

## Syllabus

### Section 1: What is peer review?

- 1. What is peer review? Why peer review?**
  - a. A brief history of academic publishing
  - b. Status quo of peer review and its trends
  - c. Explaining the editorial and peer review processes
  - d. What will have happened to the paper before you see it
  - e. Why reviewers review
  - f. What editors look for/the perfect reviewer
- 2. Models of peer review**
  - a. Single, double, triple, open
  - b. Internal vs. external peer review
- 3. Typical peer review process**
  - a. Submission, triage, external peer review, decision
  - b. The role of the author, editor and reviewer in peer review
- 4. How to get involved**

### Section 2: I just got a review invite, what's next?

- 1. Initial checks**
  - a. Areas of expertise, conflict(s) of interest, bias, availability
- 2. Accept invite**
  - a. Editor requirements
  - b. Journal-specific instructions, peer review model
  - c. Confidentiality
  - d. Registrations and accounts
- 3. Decline invite**
  - a. Provide reason
  - b. Suggest candidate(s)

### Section 3: How to write a helpful peer review report

- 1. Comments to authors**
  - a. Collegial and constructive yet critical and objective
  - b. Checklists, do's and don'ts
  - c. Awareness of area/different article types
  - d. Ethical considerations, journal and subject specific guidelines
  - e. Article sections
- 2. Confidential comments to editors**
  - a. General impression

- b. Novelty/importance/significance
- c. Language and grammar
- d. Concerns

**3. Decision recommendation**

- a. Accept/reject/minor/major
- b. The editor's decision is final

## Section 4: What next?

**1. After your review**

- a. Continued confidentiality
- b. Reusing/cascading review reports
- c. Rewards and recognition