

## **GUIDELINES FOR REVIEWERS**

### **Confidentiality**

Reviewers are asked to treat all the data as being strictly confidential. We usually contact referees via e-mail and request the review of the particular manuscript. We expect referees to treat even this initial request as confidential.

### **Reviewers are requested:**

Prior to initiating the review process, to fill in the review form and confirm that no objections against serving as a referee in the particular review process may exist.

Not to discuss the manuscript with anyone not directly involved in the review process. If colleagues are consulted, their identity should be acknowledged to Prague Medical Report.

In case that the reviewer feels that specialists for a particular method or field should be contacted and asked for his/her opinion, the approval has to be requested from Prague Medical Report in order to prevent involvement of persons not conforming to the opinion of the Editors.

If for any reason reviewers feel that it is appropriate to reveal their identity to authors, it has to be done strictly via the editor. Authors are requested neither to attempt to determine the identities of referees nor to confront them. The reviewers are requested to neither confirm nor deny any speculation in this regard if approached by the authors.

### **Selecting reviewers**

Highly qualified specialists are selected from the international scientific community to provide their expertise and opinion. The selection of reviewers is based on their field of expertise, reputation, and recommendations from scientists known to members of the Editorial Board and suggestions from authors and our previous experience. Prague Medical Report ensures the review process to be highly qualified, fast, justified and fair.

### **Actions to be taken if the manuscript is accepted for a review:**

**Download the manuscript.**

**Decide if you can judge** the article impartially.

**Decide if you can review the paper in a reasonable time frame.** As a rule, the review should be returned within 14 days. If you find that a detailed review may require more time than you can dedicate, please, inform the staff of Prague Medical Report. This allows the Editors to find alternative reviewers.

**Control the overall quality** of strategy, methods, figures, introduction, and discussion.

We appreciate reviews that provide us with clear substantiated arguments.

**The report should be organized in the following way:**

1/ Summarize the major questions that are relevant to the reported work, major findings and the overall importance of the reported work. Describe also major problems or shortcomings of the manuscript.

2/ List major concerns and criticisms. Number each of specific comments so that each of them may be answered by authors separately.

3/ List minor points.

4/ Final evaluation:

- Accept

- Accept after minor revision

- Accept after major revision

- Reject

*(Instruction to reviewer: indicate, please, your opinion by marking the respective answer)*

**Please indicate the recommendation also in the Review submission window.**

**(Accept after minor revision and Accept after major revision are both indicated as REVISION REQUIRED).**

Please, make your review helpful to authors. Be critical but positive and impartial. Wherever possible, explain to the authors the weaknesses of their manuscript. Clear indication of weaknesses usually helps to substantially improve the manuscript.

Using the following form as a guide for preparation of the review report is optional.

Please, prepare the review report as a Word document or using an equivalent program and submit it using **Online Manuscript Submission and Tracking System**.

# PRAGUE MEDICAL REPORT

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Manuscript number:

Authors:

Title of manuscript:

Review:

Final evaluation:

- Accept
- Accept after minor revision
- Accept after major revision
- Rejected