

Research Reviewer Guidelines

The care and thoroughness of your review are the foundations for the quality of SRF research. Please take the time and effort in your review to serve the author(s) and SRF well. Reviewers are asked to judge the quality of the research or project described in the paper. They are also asked to judge the clarity and completeness of the report.

Obligations of Reviewers

- If a reviewer feels inadequately qualified or lacks the time to fairly judge the work reported, the reviewer should promptly notify the paper review coordinator (sapna@signresearch.org). This response to the review manager can be via an email outside the review system.
- A reviewer should objectively judge the quality of a manuscript on its own merit and respect the intellectual independence of the author(s).
- Reviewer comments should be respectful, constructive, and should not include personal criticisms.
- A reviewer shall avoid conflicts of interest and/or the appearance thereof. If a manuscript submitted for review presents a potential conflict of interest or the reviewer has a personal bias, the reviewer should promptly notify the paper review coordinator and not review the paper.
- A reviewer shall treat a manuscript received for review as a confidential document and shall neither disclose nor discuss it with others (including the author). In addition, a reviewer shall not disclose the results of his/her review or those of others reviewing the paper with anyone outside of the review team – even after the review process is complete. A reviewer shall not use or disclose unpublished information, arguments, or interpretations contained in a manuscript under consideration, except with the consent of the author(s) and with appropriate attribution.
- Reviewers shall explain and support judgments adequately so that the paper review coordinator and author(s) may understand the basis for their comments. Any statement that an observation, derivation, or argument has been previously reported shall be accompanied by the relevant citation.
- A reviewer shall call to the paper review coordinator's attention any substantial similarity between the manuscript under consideration and any published manuscript or any manuscript submitted concurrently to another journal. If a reviewer has convincing evidence that a manuscript contains plagiarized material or falsified research data, the reviewer shall promptly notify the paper review coordinator.