



How to review

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学術誌の出版は、**研究者相互による査読 (Peer review)** により成立している。学術誌の**価値を決めるのは査読**である。

研究者は**すべて、査読を受け、査読する機会**を持つ。

しかし査読方法について、指導を受ける機会がなく、**自己流 (経験)** に頼っている場合がほとんど。

Contents

1. Current status of CEN, CEN-C

- 科学研究費補助金 国際情報発信強化 (A)

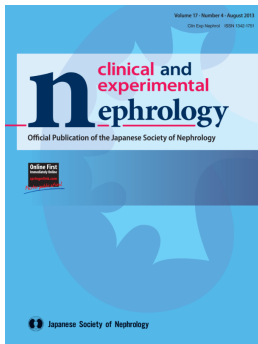
2. Peer Review

- Contents of the review
- How to review
- Writing a review report

3. Editorial Manager

4. Common problems

5. Quiz



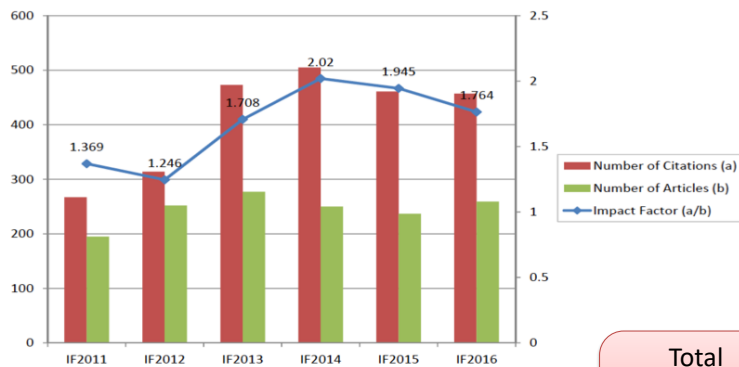
1997年創刊 (英文100%)
 投稿数 500件/年前後 (海外2/3)
 採択率 30%前後
 Impact Factor 2014年 2.020
 2015年 1.945
 2016年 1.764

Urology & Nephrology分野内順位 34/77位



2012年創刊 症例報告に特化した姉妹誌
 検索サイトを通じて世界中から 1万件/年以上
 のダウンロードあり
 Pubmedに収録されていない

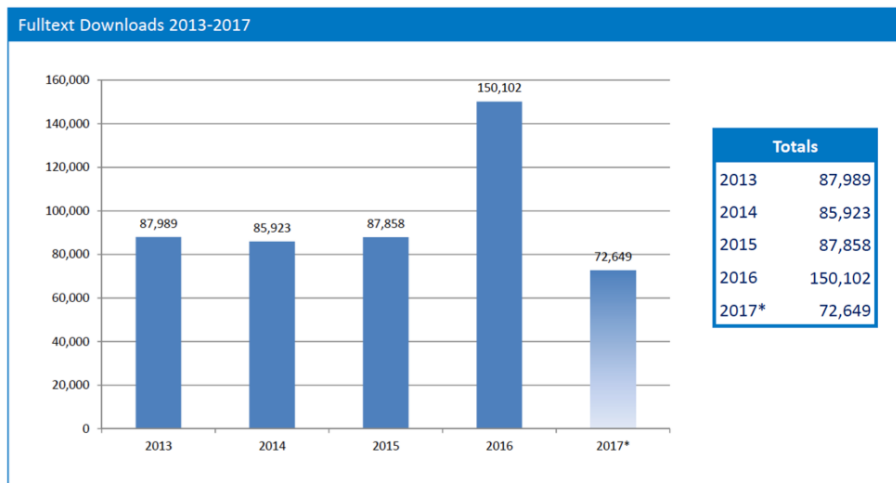
CEN: Impact Factor, Citation number など (Publisher's report2016)



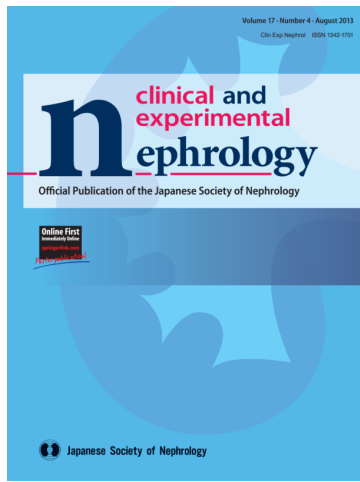
Submissions	2014	2015	2016	2017*
Total Submitted	415	466	478	347
Total Decided	396	456	471	349
Accept	132	140	142	91
Reject	263	316	329	258
Acceptance Rate	33%	31%	30%	26%

Total submission
543

4.1 Successful Full-Text Downloads



(Source: SpringerLink, *as of May, 2017)



日本腎臓学会英文誌（Clinical and Experimental NephrologyとCEN Case Report）の分野リーディングジャーナル化による腎臓病学国際情報発信力強化

目的：CEN, CEN-Cの国際的な位置づけを向上させ、わが国の腎臓学の国際情報発信力を格段に強化する。

方法

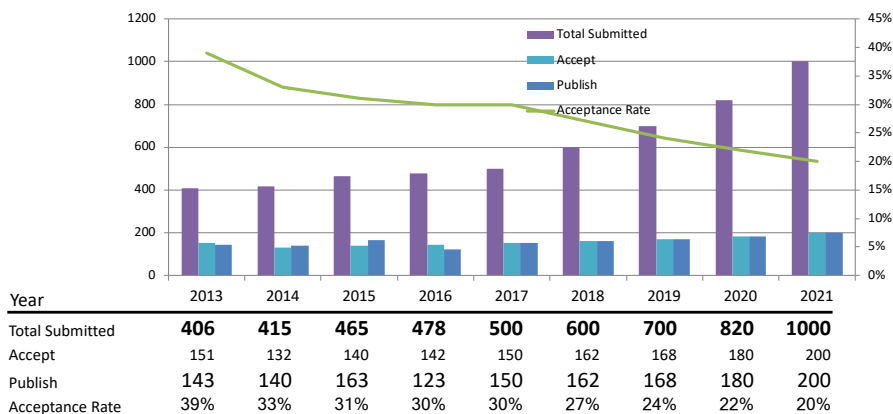
1. Invited Review充実
2. 審査（査読）体制の充実
3. 年間6号を12号化
4. オープンアクセス論文30%（無料）
5. 投稿数を1,000件／年に
6. CEN-CのMedline、Pubmed収載

5年後到達目標

Impact factor 3.5以上

Urology & Nephrology分野誌中10位以内

投稿論文数と掲載数の推移（見込み）



スケジュール

2017年：年間6号。毎号25編掲載

2018年：毎号27編掲載

2019年：年間12号出版開始（毎号14編掲載から）

2020年：毎号15編掲載

2021年：毎号16-7編掲載

査読者 確保と標準化

現在 編集委員105名 査読者 約340名
年2回以上編集会議開催 投稿規定の確認、改訂、
編集方針の検討

問題点 査読者不足（モチベーションの低下）、査読期間、
査読方法標準化なし



補助金による
査読方法に関するセミナー開催
査読者の意欲向上

学会員の論文作成、国際発信力強化

Peer review: 300年以上の歴史

同僚、仲間による評価、同領域の専門家による判断

信頼とプロフェッショナリズムに基づき、論文を研究者
仲間が評価するシステム

Closed peer review

Double-blind peer review

Open peer review

査読者の匿名性保持

Reviewer should:

- ・ understand **the purpose of peer review** and the different types available
- ・ be able to **assess whether you would be a suitable reviewer for manuscripts** you are invited to review
- ・ know **how to evaluate each section** of a manuscript
- ・ know **what to include** in your report.



The content of the review

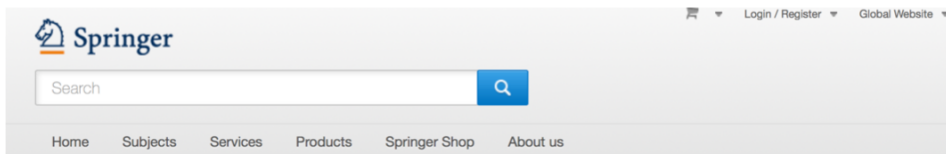
The core of any review is **an objective assessment** of both **the technical rigor** and **the novelty** of the presented work.

Key features of a review include

- ✓ **an outline of the conceptual advance** over previously published work,
- ✓ **a specific recommendation, the reasons for that recommendation, a summary of the specific strengths and weaknesses** of the paper.
- ✓ Comments on the quality and presentation of the figures as well as the validity of the statistical methods used to interpret them.

(If necessary, the editors can obtain primary data from the authors for referees' use in these more detailed evaluations.)

1. Cell Press [Information for Reviewers](#)
2. Nature Communications [Guide to referees](#)
3. PLOS BIOLOGY [Reviewer Guidelines](#)
4. Scientific Reports [Guide to referees](#)



- Author & reviewer tutorials
- How to peer review
 - Overview
 - Why serve as a peer reviewer?
 - Who is peer review for?
 - Accepting an invitation to review
 - Evaluating manuscripts
 - After the review
 - Quiz
 - Further information

Overview

Pre-publication peer review has been part of science for a long time. Philosophical Transactions, the first peer-reviewed journal, published its first paper in 1665 but peer review may be even older still. There are records of physicians in the Arab world reviewing the effectiveness of each other's treatments as early as the 9th century.

Peer review is a critical part of the modern scientific process. For science to progress, research methods and findings need to be closely examined and verified, and from them a decision on the best direction for future research is made. After a study has gone through peer review and is accepted for publication, scientists and the public can be confident that the study has met certain standards, and that the results can be trusted.

After an editor receives a manuscript, their first step is to check that the manuscript meets the journal's rules for content and format. If it does, then the editor moves to the next step, which is peer review. The editor will send the manuscript to two or more experts in the field to get their opinion. The experts – called peer reviewers – will then prepare a report that assesses the manuscript, and return it to the editor. After reading the peer reviewer's report, the editor will decide to do one of three things: reject the manuscript, accept the manuscript, or ask the authors to revise and resubmit the manuscript after responding to the peer reviewers' feedback. If the authors resubmit the manuscript, editors will sometimes ask the same peer reviewers to look over the



How to Peer Review: Easy Guide

Why serve as a Peer Reviewer

As well as supporting the advancement of science, and providing guidance on how the author can improve their paper, there are also some benefits of peer reviewing to you as a researcher:

For more information
check out our tutorial on

Why serve as a Peer Reviewer

As well as **supporting the advancement of science**, and providing guidance on how the author can improve their paper, there are also **some benefits** of peer reviewing to you as a researcher:

- ✓ You will get to read some of **the latest science in your field** well before it is in the public domain
- ✓ **The critical thinking skills** needed during peer review will help you in your own research and writing
- ✓ Serving as a peer reviewer looks good on **your CV** as it shows that **your expertise is recognized** by other scientists

Title, Abstract and Key Words

Does the title accurately say what the study was about? If not, can you suggest a different title?

- ✓ Does the abstract **effectively summarize** the manuscript?
- ✓ Could the abstract be **understood** by a researcher outside your specialty?
- ✓ Does it include **enough information** to stand alone? Does the abstract contain information that is unnecessary?
- ✓ Is there any information in the abstract that is **not in the main text of the manuscript**?

Introduction

While reviewing the Introduction, ask the following questions:

- ✓ Does it explain the **background** well enough that **researchers outside your specialty can understand** it?
- ✓ Does it accurately describe **current knowledge related to the research question**?
- ✓ Does the Introduction contain **unnecessary information**? Can it be made more concise?
- ✓ Are the **reasons for performing the study** clear?
- ✓ Are the **aims of the study** clearly defined and **consistent with the rest** of the manuscript?
- ✓ Have the authors **missed any key references** that would be important for a reader to access? Make suggestions for additional, relevant references if necessary

Materials and Methods

Remember:

- ✓ It should be clear from the Methods section **how all of the data in the Results section were obtained**
- ✓ The study system should be clearly described
- ✓ In most cases, the experiments should include **appropriate controls or comparators**.
- ✓ The **outcomes of the study** should be defined, and the **outcome measures** should be objectively validated
- ✓ The methods used to analyze the data must be **statistically sound**

Results and Figures

- ✓ For figures, check that the plotted **parameters** are clearly defined
- ✓ Table **headings** and figure **legends** should be detailed enough that readers **can understand the data without reading the main text**

Tip

If you suspect image manipulation or believe it would be beneficial to see the uncropped and unedited versions of the images inform the editor in the 'confidential comments' to the editors section. They can then request the original figure files from the authors.

Statistics

Some questions to ask as you review statistical analyses and results are:

- ✓ Was the **sample size** appropriate and/or justified? Did the authors perform a **power analysis** as part of their study design?
- ✓ Did the data **meet the assumptions of the tests** used?
- ✓ Are the individual data points **statistically independent**?
- ✓ Have potential sources of **bias** (e.g. confounding variables) been **considered and accounted for in the analysis**?
- ✓ Are **p-values** reported where appropriate?

Discussion and Conclusion

- ✓ authors should **interpret the results**, place them in context of previous findings
- ✓ **explain what they mean** for future research
- ✓ possible real-life applications.

If the author has not made these points as clear as they should be, note this in your review.

Writing a reviewer report

Whether you recommend accepting or rejecting the manuscript, keep in mind that one of your goals is

- ✓ to **help the authors improve this and future manuscripts**
- ✓ —**not to make them give up** in despair.
- ✓ Avoid overly negative wording or personal comments, **point out the main strengths** of the manuscript as well as its **weaknesses**, and suggest **specific ways to fix the problems** you identify.

Editorial Manager®

Reviewer Guide

査読の流れ



STEP 1

査読依頼のメールに記載されている Agree/Decline のリンクをクリックするとそれぞれ下のよう画面が表示されます。

- 査読依頼承諾 (Agree) の確認画面 :

Agree to Review Confirmation

Thank you for agreeing to review Manuscript Number **D-09-00004**.
To view the manuscript, please click the 'Pending Assignments' link below.

Pending Assignments をクリックすると STEP 2 の画面に変わります。

[Pending Assignments](#)
[Main Menu](#)

- 査読依頼辞退 (Decline) の画面 :

Decline Review

Thank you for your time in considering this invitation. If you wish, please use the box below to let us know why you are declining. This will help us improve the review process for the publication. If possible, please also suggest one or more colleagues (along with contact details) whom we could contact to review this submission.

辞退の理由と、(該当あれば) 推薦する別の Reviewer の名前を記入します。

STEP 2

- View Submission から PDF 版の論文をダウンロードします。同時に Submit Recommendation から評価表を確認します (評価表を利用していないジャーナルの場合は画面に表示されませんので、該当するものがない場合は対応不要です)。

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Current Status	Date Reviewer Invited
View Submission	2	D-09-00004	Original Article	Manuscript 001	Under Review	01-06-2009

PDF 版の論文をダウンロード (P.6 5. 参照)

評価表 (STEP 3 参照) を確認

※論文番号の最後に「R1」「R2」...とある場合は、改訂された論文です。数字は改訂回数を表します。査読の前に必ずご確認ください。

※PDF 版の論文で「Electronic Supplementary Material」を閲覧する方法は P.6 5. をご参照ください。

STEP 3

- 査読結果のコメント（著者／Editor宛）を提出します。STEP 2 の画面の **Submit Recommendation** をクリックします。

The screenshot shows the 'Reviewer Recommendation and Comments' form. At the top, it displays 'Test Manuscript' and 'Original Submission * Rebecca Reviewer (Reviewer 2)'. A dropdown menu for 'Recommendation' is set to 'No Recommendation'. Below this are buttons for 'Cancel', 'Save & Submit Later', 'Upload Reviewer Attachments', 'Proof & Print', and 'Proceed'. A text area for comments is visible, with a callout box pointing to it containing the text: '参考資料がある場合はここからアップロード可能です。 ※ファイルのプロパティの情報はシステムが自動で削除するため対応は不要です。' Another callout box points to the 'Recommendation' dropdown with the text: '①判定結果をプルダウンメニューから選択'. A third callout box points to the text area with the text: '②著者向けのコメントを記入'. Below the text area is the 'Reviewer Confidential Comments to Editor' section, which has a callout box pointing to it with the text: '③評価表を確認し、適切なものを選択 (画面上に評価表がない場合はコメントのみ記入します。)' and another callout box pointing to it with the text: '④Editor 向けのコメントを記入 (著者には見せない Editor 向けのコメント用の記入欄として利用できます。)' At the bottom, there are buttons for 'Cancel', 'Save & Submit Later', 'Upload Reviewer Attachments', 'Proof & Print', and 'Proceed'. A callout box points to the 'Proceed' button with the text: '⑤記入が完了したら「Proceed」をクリック'.

※改訂の判定をお選びいただいた場合には、コメントの内容に沿って著者が改訂すれば **Accept** にできるかどうかご確認ください。

※基本的には英語でコメントを記載します。

- Transfer Authorization** の質問にご回答いただけます。

The screenshot shows the 'Transfer Authorization' form. It has a title bar 'Transfer Authorization' and a link for '[Instructions]'. There are two questions, each with radio buttons for 'Yes' and 'No'. The first question is: '* If this submission is transferred to another publication, do we have your consent to include your identifying information?' with radio buttons for 'Please Select Response', 'Yes', and 'No'. The second question is: '* If this submission is transferred to another publication, do we have your consent to include your original review?' with radio buttons for 'Please Select Response', 'Yes', and 'No'.

-- **Reviewer reports** (査読結果) を **SpringerNature** の他のジャーナル に送っても良いかどうかご選択をいただけます。

-- **Reviewer reports** には先生のお名前やご所属を含めることも含めないこともご選択いただけます。もしご選択されない場合には、**Reviewer reports** は送られません。

現在、CEN/CEN Casereports では、投稿論文を **reject** する際に、

Editor(AE/ME/EIC) の先生方に "reject" もしくは "reject and transfer" のどちらかをお選びいただけるようになっております。

この判定を選択されますと、著者に **Reject** 通知とともに、SpringerNature の他のジャーナルへの投稿を案内するメッセージが追加されます。

STEP 4

- 記入内容に問題がないか最終確認します。

The screenshot shows a web interface for reviewing a manuscript. At the top, it says "Reviewer Recommendation and Comments for Manuscript Number" followed by "Test Manuscript 001". Below this, it identifies the reviewer as "Original Submission * Rebecca Reviewer (Reviewer 2)". There are four buttons: "Back", "Edit Review", "Print", and "Submit Review To Journal Office". A red text label "Recommendation: Minor Revision" is displayed. Below that, there are sections for "Reviewer Blind Comments to Author:" and "Reviewer Confidential Comments to Editor:", both containing placeholder text. A callout box points to the "Submit Review To Journal Office" button with the text "内容を確認". Another callout box points to the "Submit Review To Journal Office" button with the text "参考資料をアップロードした場合に表示されます.". Below the comments, there is a section for "Reviewer Attachment(s):" with a table:

Action	Description	File Name	Size	Modified Date
Download	Comments to Author	review.doc	239 KB	10-05-2009

At the bottom, there are four buttons: "Back", "Edit Review", "Print", and "Submit Review To Journal Office".

Common problems

初稿に対して

2人の査読者の意見が大きく異なる場合。

- (1) 査読者の意見を参考に**AEが判断**する。
 - AEは著者向けに**総括のコメント**を添えることが望ましい。
- (2) **3人目の査読者**を依頼する。
 - 著者に2人の査読意見を送付する前であれば、**通常の査読依頼**が可能。問題点が明瞭ならピンポイントの依頼も可能。

Common problems

改訂稿に対して

新たな問題点を指摘しても良いか？

1. 初回(Revision2以降は前回)審査で出された査読意見に基づいて**適正に改訂されているかを審査**する。
2. 原則、**改訂稿審査の時点で新たな問題点の指摘は行わない**。ただし、**改訂により新たに発生した問題点**を指摘して修正を求めることは可能。

審査全体の「一貫性」を保つ

Common problems

改訂稿審査で査読者が査読辞退をした場合

- ✓ 改訂稿は初稿の査読者が審査するのが大原則。やむを得ない状況以外は査読を担当しなければならない。
再査読を辞退する場合は、理由を明らかにする必要がある。
- ✓ 査読者が新規投稿の査読依頼と誤認して辞退しているようであれば、Editorial Officeに連絡し、査読者に再査読を促す。
- ✓ 正当な理由なく査読を辞退した査読者は査読者リストから削除することを編集委員会として検討する。
- ✓ 初稿（あるいは前稿）に対する判定がacceptまたはrejectで、「次稿に対する査読は行わない」と回答している査読者には次稿の査読は依頼しない。その場合の辞退は、正当な理由と見なす。
- ✓ 新たな査読者を指名することはしない。

When peer reviewing, which of the following features will editors be looking for you to comment on?

Choose all of the correct answers (multiple possibilities).

Any errors you identify in the study's method

Questions about the findings and analysis

Sections that need clearer explanations

Comments on the importance and novelty of a manuscript

Is the following statement true or false? "If the study uses a technique you have never used, you should decline to review the entire manuscript even if you are familiar with the rest of the manuscript."

True

False

Select which of these issues are potential conflicts of interest.

Choose all of the correct answers (multiple possibilities).

The manuscript concerns a controversial questions that you have strong feelings about

You have met one of the authors before

The author is developing a drug that competes with the drug you are working on

You strongly dislike one of the authors who was a former teacher

Is the following statement true or false? “It is acceptable to discuss the manuscript you are reviewing as long as the person does not tell anyone else.”

True

False

If the language quality of a manuscript is so poor that it is difficult to understand, what is the appropriate step to take?

Continue to review as best you can and flag your concerns to the editor

Ask that the manuscript be corrected before you review it

Recommend rejection of the manuscript

Which of the following are common problems with methods and statistics?

Choose all of the correct answers (multiple possibilities).

Replication that is absent or inadequate

Confounding

Poor sampling methods

Lack of randomization

What is the quality of a review article based on?

Choose **all** of the correct answers (multiple possibilities).

The breadth and accuracy of the discussion

A clear methodology section

Whether it indicates the best avenues for future research

Timeliness

A good reviewer report will do which of the following?

Choose **all** of the correct answers (multiple possibilities).

Edit the English if it needs correction

Suggest specific ways to fix the problems identified

Point out the main strengths of the manuscript as well as the weaknesses

Avoid negative wording

Ten Simple Rules for Reviewers

Philip E. Bourne^{*}, Alon Korngreen

Rule 1: Do Not Accept a Review Assignment unless You Can Accomplish the Task in the Requested Timeframe—Learn to Say No

Rule 2: Avoid Conflict of Interest

Rule 3: Write Reviews You Would Be Satisfied with as an Author

Rule 4: As a Reviewer You Are Part of the Authoring Process

Rule 5: Be Sure to Enjoy and to Learn from the Reviewing Process

Rule 6: Develop a Method of Reviewing That Works for You

Rule 7: Spend Your Precious Time on Papers Worthy of a Good Review

Rule 8: Maintain the Anonymity of the Review Process if the Journal Requires It

Rule 9: Write Clearly, Succinctly, and in a Neutral Tone, but Be Decisive

Rule 10: Make Use of the ‘Comments to Editors’