

TIPS AND GUIDELINES FOR JNMT REVIEWERS

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INTRODUCTION AND WELCOME

- Thank you for your willingness to share your expertise as a reviewer of manuscripts submitted to the JNMT for publication

The aim of this program is to:

- empower you to participate as a peer reviewer
- provide suggestions for how to be an effective peer reviewer
- make the manuscript review process clear and transparent

AGENDA

- This brief program has been designed to:
 - Review the benefits and objectives of a JNMT reviewer
 - Describe the types of manuscripts submitted to the JNMT
 - Provide tips for a systematic review of a submitted manuscript
 - Examine the components of the review process
 - Form information
 - Comments
 - To the author
 - To the editor
 - Explain the manuscript revision process
 - Summarize the benefits of the peer review process
 - Discuss the peer review process

BENEFITS AND OBJECTIVES OF JNMT REVIEWERS

WHY BECOME A REVIEWER?



- Intellectually satisfying
- Prestigious (looks good on a resume)
- Provides an opportunity to learn
- Improves personal writing style (e.g. "What is the author trying to say?" "Why is this important?")
- Demystifies the academic publishing process
- Opportunity to share knowledge and expertise
- Way to contribute to the profession by improving scholarship and quality of research
- Enhances the integrity of the publication decision process/self-regulation of the profession

WHAT MAKES A GOOD REVIEWER?

- A good manuscript reviewer:
 - provides a thorough and comprehensive analysis.
 - submits a review quickly (or at the very least on time).
 - provides well-founded comments to improve the manuscript.
 - provides constructive feedback.
 - is objective.
 - provides useful information and a clear recommendation to the editor

OBJECTIVES OF A MANUSCRIPT REVIEWER

- As a manuscript reviewer, your objective is not to direct or change the manuscript content, rather to:
 - provide constructive feedback and suggestions for improvement
 - improve the communication of information and ensure understandability
 - review accuracy
 - assist editors in determining whether to publish a manuscript
 - reduce bias and ensure the manuscript adheres to ethical standards

MANUSCRIPTS DEFINED

MANUSCRIPTS: DEFINED

- **Original scientific and methodology articles:**
 - contain no more than 6,000 words:
 - Word limit includes *all* data; title page, abstract, text, disclosure, acknowledgments, references, figure legends, and tables limited to:
 - maximum 7 figures (maximum of 14 parts in total with no more than 4 parts per figure preferred)
 - maximum 7 tables
 - maximum 40 references allowed
 - The goal is to limit original articles to 8 printed pages

MANUSCRIPTS: DEFINED

- **Original scientific and methodology articles:**
 - **Brief Communications** also fall under this category; however, content is abbreviated when compared to most scientific articles
 - Discusses 'Novel data of broad importance'
 - Contains no more than 2500 words
 - Word limit includes all data: title page, abstract, text, disclosure, acknowledgements, references, figure legends and tables limited to:
 - maximum 4 figures
 - maximum 2 tables
 - maximum 20 references allowed

MANUSCRIPTS: DEFINED

- **Special Contributions:**
 - Invited articles
 - Discusses a broad range of topics
 - Does not include original research
 - Format, content and layout is variable including:
 - Word count
 - Tables
 - References

MANUSCRIPTS: DEFINED

- **Teaching case studies –**
 - **Objective:** presents images from a study that demonstrates key facts or concepts in clinical nuclear medicine and molecular imaging.
 - Emphasis placed on studies in which imaging has been useful in helping with the diagnosis.
 - Contain no more than 750 words.
 - Word limit includes all data: title page, abstract, text, disclosure, acknowledgments, references, figure legends and tables .
 - **Note:** Figure legends, and tables limited to:
 - maximum 5 figures
 - maximum 5 references
 - maximum 3 authors

SUBMITTED MANUSCRIPTS: DEFINED

- **Letters** –
 - concern previously published material or matters of general interest
 - should be received within 1 year of the date of the referenced article's publication.
 - should be brief and to the point.
 - contain no more than 800 words including:
 - all data (no figures or tables accepted)
 - title page
 - authors and affiliations
 - letter content
 - references (no more than 10)

MANUSCRIPTS SUMMARIZED

Category	Article type	Topic	Total words*	Words in abstract	References	Figures	Tables
Uninvited	Original research	Clinical or basic science	6,000	350	40	7	7
	Brief communications	Novel data of broad import	2,500	150	20	4	2
	Letters to the editor	JMPT articles or general	800	None	10	None	None
Invited	Perspectives	JMPT articles	1,600	None	10	None	None
	Editorials	Variable	1,600	None	10	None	None
	Continuing education	Educational reviews	6,000	350	80	7	7
	Teaching case studies	Educational cases	750	150	5	5	0
	Special contributions	Variable	Variable	Variable	Variable	Variable	Variable

HOW TO REVIEW

REVIEWER GUIDELINES – GETTING STARTED

- Assume that there is a nuclear medicine professional on the other end who did all the work and whose confidence, and perhaps future submissions, rely on your review
- **Be in the moment** as you begin your review!
 - Allocate a time period when you will have the fewest interruptions
 - Turn off distractions!
 - Silence your phone
 - Turn off any devices that send automatic notifications



GENERAL REVIEW TIPS:

- Have pencil/paper available to take notes as you review the manuscript
- Scan the abstract
- Read the complete manuscript
 - Does the paper move logically through the process of hypothesis → methods → results → discussion of results → conclusion?
 - Do the authors conclusions match their data?
 - Is the paper clearly written or did you struggle to get through it? **You shouldn't have to struggle!**
 - Is it pertinent to an audience of nuclear medicine professionals?
 - Is the length of the paper justified given the amount of new information that the data provides?
- Jump to the data: review tables and figures first
 - Draw your own conclusions
 - Do the tables and figures stand on their own?
 - Are there any obvious statistical errors?
 - Is there repetitive information?

Sainani, K (2015). Writing in the Sciences. Retrieved from https://agurita.stanford.edu/courses/Medicine/SciWrite_Fall2015/info

SYSTEMATIC REVIEW TIPS: ORIGINAL SCIENTIFIC AND METHODOLOGY ARTICLES

- Read the introduction carefully
 - Is it sufficiently succinct?
 - Does it roughly follow: known → unknown → research question/hypothesis?
 - Is there a clear statement of the hypotheses or aim of the study?
 - Is there detailed information about what was done that belongs in the methods?
 - Is there information about what was found that belongs in the results?
 - Is there distracting information about previous studies or mechanisms that are not directly relevant to the hypothesis being tested? If so, it should be moved to the discussion.
 - Do the authors tell you what gaps in the literature they are trying to fill?

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SYSTEMATIC REVIEW TIPS: ORIGINAL SCIENTIFIC AND METHODOLOGY ARTICLES

- **Read the methods carefully**
 - Scan this section to find answers to your questions about the data.
 - Were things measured objectively or subjectively? What instruments were used?
 - Are there flaws in the study design, such as no control group?
 - Read the statistics section carefully

Sainani, K. (2015). Writing in the Sciences. Retrieved from https://agurita.stanford.edu/courses/Medicine/SciWrite_fall2015/info

SYSTEMATIC REVIEW TIPS: ORIGINAL SCIENTIFIC AND METHODOLOGY ARTICLES

- **Read the results carefully**
 - Read this section with the tables and figures in front of you.
 - Does each section roughly correspond to one table or figure?
 - Do the authors summarize the main trends and themes from the table, or do they just repeat what is in the tables?
 - If there are graphs, do the authors give precise numerical values in the text if it is not given in a graph?
 - Are the authors honest or do they try to draw your eye to what they want you to see?
 - Do the authors over-interpret statistical significance by ignoring the fact that the magnitude is small or by ignoring the fact that they have done multiple subgroup analyses?
 - Is this section unnecessarily long?

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SYSTEMATIC REVIEW TIPS: ORIGINAL SCIENTIFIC AND METHODOLOGY ARTICLES

- **Look at each table and figure**
 - Did the authors choose the correct statistics?
 - Are there multiple tables or figures that tell the same story? For example, Table 1 gives the mean values of two groups and indicates statistical significance from a t-test and Table 2 gives confidence intervals for the differences in means for the same data.
 - Is there evidence of cherry-picking or purposefully omitting data?
 - Are any graphs misleading (e.g. through manipulation of area or axes)?
 - Do all images protect patient privacy?
 - Is the 'study group' always compared with a proper control/placebo group?
 - Are there inconsistencies in the data they present from one table to the next?
 - Did the authors make transcribing errors when going from the data in tables/results to the abstract?

Sainani, K. (2015). Writing in the Sciences. Retrieved from https://agurita.stanford.edu/courses/Medicine/SciWrite_fall2015/info

COMPLETING THE REVIEW

COMPONENTS OF THE REVIEW PROCESS

- Once you have carefully reviewed the manuscript, return to the publication portal with your notes to complete:
 - Form Information
 - Use the pull down menu to respond to each question
 - Comments to the author(s)
 - Comments to the editor

COMPLETING THE METRICS



The screenshot shows a 'Reviewer Evaluation' form with the following sections:

- Originality: Is it new?** (Click to confirm or add additional text...)
- Originality:**
 - Score 1 (Already published previously by the author) [dropdown]
 - Score 2 (Similar data published by others) [dropdown]
 - Score 3 (Original but needs additional data) **is or future research? (priority score of 3 or less will most likely be rejected)**
 - Score 4 (New or unpublished and additional research) [dropdown]
 - Score 5 (Groundbreaking and necessary) [dropdown]
- References:** Did you check the appropriateness of the references?
 - Yes
 - No
 - Not Applicable
- Date:** [text input]

COMPONENTS OF THE REVIEW PROCESS

- **Comments to the author - continued:**
 - In a numbered list, provide specific criticisms/suggestions for revision (most often will correspond to the recommendation you give to the editor for "opportunity for revision")
 - Point out specific mistakes
 - List the issues that you found in your review AND explain why
 - Provide examples
 - Give specific recommendations for revision
 - Don't spend time nit-picking on grammatical errors; the SNMMI has copy editors to take care of that - focus on the big picture. If the manuscript has a lot of copy-editing errors, point out in a general way (e.g. contains typos, such as...)

Sainani, K. (2015). Writing in the Sciences. Retrieved from https://agustin.stanford.edu/courses/Medicine/SciWrite_Fall2015/info

COMPONENTS OF THE REVIEW PROCESS

- **EXAMPLE - Comments to the author:**
 1. **General comment** : *this is a very interesting review of a single-center experience for a very rare indication in general nuclear medicine procedure. Although there is no gold standard to compare with, the authors provide evidence that lymphoscintigraphy may be useful even in babies. The important message is that the test is minimally invasive, with low radiation exposure, in infants and children that otherwise undergo major morbidity. This should be the conclusion.*

COMPONENTS OF THE REVIEW PROCESS

- **EXAMPLE - Comments to the author - continued:**
 2. *The major problem with this test is that the interpretation is totally patient-directed since indications are very rare and guidelines cannot be proposed. The paper is well written and definitely of value for the NM community. As an add-on I would suggest the authors provide a figure on anatomy of the lymphatic system as an introduction figure (they can try to use something already published, with permission).*

COMPONENTS OF THE REVIEW PROCESS

- **EXAMPLE - Comments to the author - continued:**

3. *Specific and minor comments:*

- *SPECT-CT has indeed been proposed for lymphatic anomalies in the abdomen or thorax. Nevertheless, could the author comment on the applicability in young patients (duration, sedation, movement artifacts,) that may be an obstacle to performing this in the youngest. Again, in view of the enormous burden of such disorders, for instance after Fontan's intervention, I personally believe SPECT-CT is worth a try.*

COMPONENTS OF THE REVIEW PROCESS

- **EXAMPLE - Comments to the author - continued:**

4. *Specific and minor comments:*

- *Was the same activity used regardless of the child age?*
- *What size of needle is used for subcutaneous injection? this is of relevance in the JNMT*
- *Renal transplantation is a cause of chyluria and chyloperitoneum but not discussed in the paper, even if transplantation can occur before the age of 10.*
- *In the text, filariasis should better read filariasis and octreotid, octreotide*
- *On page 7 second paragraph, established should read establish*

COMPONENTS OF THE REVIEW PROCESS

- **Comments to the editor:**

- are **NOT** seen by the author(s)
- can be duplicates of those written to the author or a summary of findings in the form of a brief note regarding the perceived value of the manuscript
- includes your recommendation
 - Accept
 - Minor revision
 - Major revision
 - Reject
- includes a succinct overall statement that justifies your recommendation. Be frank about your opinion and any concerns

COMPONENTS OF THE REVIEW PROCESS

- **EXAMPLE - Comments to the Editor (two examples):**
- Reviewer #1:
 - Duplicated the note to the author and added *'Very nice paper on a rare subject...for which nobody can really be an expert (I mean for myself). Maybe the paper may be more educative than scientific, but I would not put it on the authors to go into the guidelines direction from a single-center study. This may be the task of a working part of the SNM/pediatric committee.'*
- Reviewer #2:
 - *Nothing in this manuscript is new. However, because such studies are rarely done in most nuclear medicine services, I think that there is considerable education value, especially to technologists.*

EXAMPLE OF A BAD REVIEW

- *"This manuscript is well written."*
- *"This manuscript should be published."*
- *"The manuscript contains many grammatical errors."*

REVISED MANUSCRIPTS REVIEW

THE REVISED MANUSCRIPT REVIEW PROCESS

- Revised manuscripts
 - In most cases, revised manuscripts are returned to the original reviewers.
 - Revised manuscripts include changes in **RED** to help the reviewer quickly identify changes/corrections in the manuscript
 - Authors are requested to respond to each comment/suggestion made by the reviewers
 - Responses are provided in order noted by each reviewer
 - If the author(s) do not agree with the reviewer's comment(s), the response must specifically state why the recommended change would result in an inappropriate or negative conclusion to the presented material

THE REVISED MANUSCRIPT REVIEW PROCESS

- Revised manuscripts – reviewer's responsibilities:
 - Read the author's responses to your comments/suggestions
 - Review the revised manuscript:
 - Do changes/corrections address your comments/recommendations?
 - Do the author's comments for not making a recommended change make sense?
 - Complete the 'Form Information' using the pull-down menu to answer each question
 - In your comments to the **Author**
 - Cite the strengths to the revised content
 - Note any recommended improvements yet to be addressed
 - In your comments to the **Editor**
 - Summarize your overall findings associated with the revision
 - State your recommendation for accept, minor/major revision or reject and the reason for that recommendation

THE PEER REVIEW PROCESS

WHY HAVE A PEER REVIEW PROCESS?

Peer review allows the journal to:

- Maintain high standards
- Provide a well-respected venue for publication of manuscripts essential to nuclear medicine technologists

BENEFITS OF THE PEER REVIEW PROCESS

- The review process provides important information to the author including:
 - assessment of the proper use of research methods
 - clarity of the discussion/conclusion
 - accuracy of presented data/statistical review
 - Significance of the paper's contribution to the field of nuclear medicine/molecular imaging and to existing literature

WHAT IS PEER REVIEW?

- Peer review can be considered as a quality control process for manuscripts submitted to JNMT for publication. Manuscripts are evaluated by independent volunteer professionals in nuclear medicine and molecular imaging.
 - Reviewers are solicited from the SNMMI database comprised of previous authors and volunteers from around the world that have listed experience and interest in specific topics in nuclear medicine and molecular imaging.
 - With the exception of Educators' Forum manuscripts (reviewed only by educators), manuscripts submitted for publication in the JNMT are reviewed by any combination of nuclear medicine professionals including:
 - physicians
 - medical health physicists
 - radiopharmacists
 - technologists

HOW IS PEER REVIEW INITIATED?

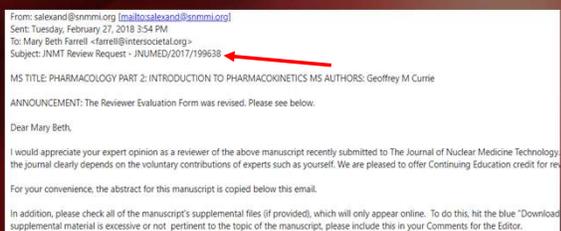
- A 'JNMT Review Request' is sent to 5 reviewers that have indicated an interest in the manuscript's topic
 - The request to review must be answered within 1 week and may be declined for a variety of reasons:
 - Conflict of interest
 - Time constraints
 - Lack of interest in the subject matter, etc.
 - Acceptance from 2 reviewers is required before the review process can begin
 - If all 5 reviewers solicited decline, additional reviewers are solicited

HOW IS PEER REVIEW INITIATED? - CONTINUED

- Completed reviews are forwarded to the Editor with one of the following recommendation:
 - Accept
 - minor revision
 - major revision
 - Reject
- Comments to editor are **NOT** seen by the author
- If the reviewers are not in agreement, additional reviewers will be solicited until consensus has been reached (or the Editor may choose to make the final determination).

JNMT REVIEW REQUEST

- Review requests are sent via email – must be accepted or declined within 1 week:



REVIEW ACCEPTANCE

- Once you have accepted a manuscript for review, the following email will be sent:

From: jnm_eic@snmmi.org [mailto:jnm_eic@snmmi.org]
Sent: Tuesday, February 27, 2018 3:55 PM
To: Mary Beth Farrell <farrell@intersocietal.org>
Subject: JNUMED/2017/199638 -- Manuscript Review Acceptance

MS ID#: JNUMED/2017/199638

Dear Reviewer,

Thank you for agreeing to review the enclosed manuscript numbered JNUMED/2017/199638, entitled "PHARMACOLOGY PART 2: INTRODUCTORY REVIEWERS and use the forms provided on the site for rating the manuscript, making criticisms and suggesting revisions.

To provide prompt service to our authors and readers, we ask that reviewers submit their review online at <https://submit-jnm.snmmi.org> publication process. If circumstances arise that prevent you from meeting this deadline, please contact JNM at jnm_eic@snmmi.org immediately.

REVIEW COMPLETE

- Receipt of a completed review (received within 2 weeks of acceptance) will generate the following email:

From: salexand@snmmi.org [mailto:salexand@snmmi.org]
Sent: Sunday, March 4, 2018 9:46 PM
To: Mary Beth Farrell <farrell@intersocietal.org>
Subject: JNUMED/2017/199638 -- Review Completed, thank you

MS ID#: JNUMED/2017/199638
MS Editor: Kathy Thomas

Dear Reviewer,

Thank you for submitting your review to The Journal of Nuclear Medicine Technology. Your contributions are very much appreciated.

Best regards,
Kathy Thomas
The Journal of Nuclear Medicine Technology

CE CREDIT AWARDED

- If requested, CE credit is available for reviewers (guidelines and timelines are met) and when awarded will generate the following email:

From: salexand@snmmi.org [mailto:salexand@snmmi.org]
Sent: Friday, March 9, 2018 3:27 PM
To: Mary Beth Farrell <farrell@intersocietal.org>
Cc: salexand@snmmi.org
Subject: CE Credit Awarded

MS ID#: JNUMED/2017/199638
MS Editor: Kathy Thomas

Dear MaryBeth,

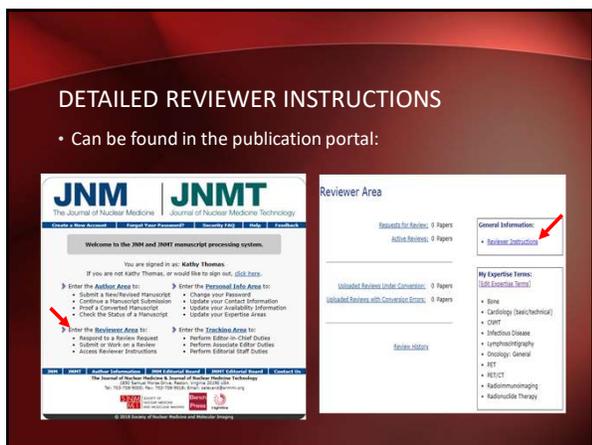
Thank you for your review of the manuscript numbered JNUMED/2017/199638 we recently sent to you. We are grateful for your assistance.

Based on the quality of your review and the timeliness of completing it, you have been awarded 1.0 AMA PRA Category 1 Credits.

The Society of Nuclear Medicine and Molecular Imaging, Inc. (SNMMI) is accredited by the Accreditation Council for Continuing Medical Education for the Journal of Nuclear Medicine.

DETAILED REVIEWER INSTRUCTIONS

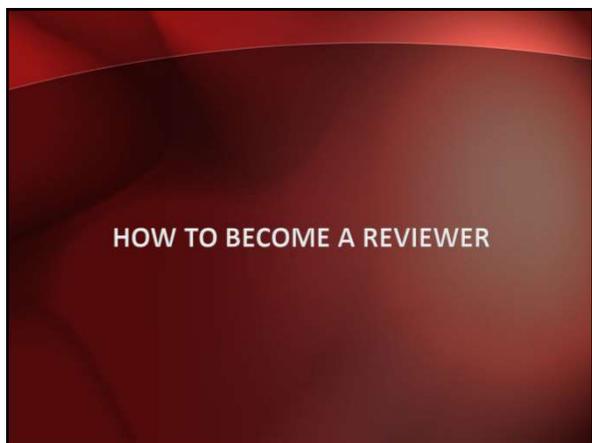
- Can be found in the publication portal:



FINAL COMMENTS

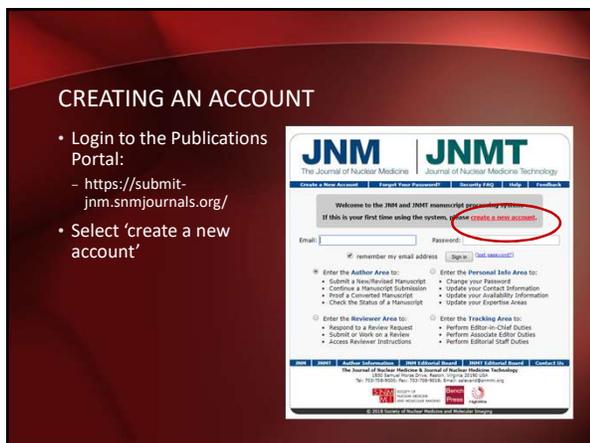
- Depending on the length of your first manuscript, the review process may seem to take a very long time to complete.
- Over time, you *will* get progressively faster as you gain experience.
- The quality and content of the JNMT relies in part, on the expertise of volunteers willing to participate in the peer-review process to help maintain the level of excellence and integrity that we expect from our journal.
- Thank you for joining our team of reviewers -

HOW TO BECOME A REVIEWER









CREATING AN ACCOUNT

- Registering a new account requires a 'search' to determine if the software already has your email address on file

- Enter your email address and select 'check for account'

CREATING AN ACCOUNT

- Confirmation of your email address will be noted and you will be requested to choose a password
- Once you've chosen a password – select 'Complete Step 1'

CREATING AN ACCOUNT

- Login to your email account and click on the hyperlink provided in the email to verify your email address
