

Review Process: Information for Reviewers

Assigning an Article

The assignment of each article occurs per a rotation system. This means that each author's article or educational material can be assigned to up to 3 subjects so that several authors are more likely to be available. Subject assignment is hierarchical and dependent on how relevant or appropriate each subject is for the article. This results in a list of reviewers.

An article requiring revision is always sent to the first person on the list. You will only receive an e-mail notification if your field is classified as the most relevant or appropriate, or if the first reviewer on the list has declined to do the review. The e-mail contains a summary of the article as well as a link to the complete article.

You then have 5 days to decide whether or not you will accept the review. If you have chosen to decline performing a review, please change the review status on the article page from "review pending" to "review declined" to ensure that there are no hindrances to the review process. The next reviewer on the list will then receive a request to review the article. If you decide to accept a review, please change the review status from "review pending" to "review in process".

Reviewing Articles

You can now begin to review. There is an online review form available for which you first have to decide upon the following:

- I am in agreement with the contents of the article.
- I would like to make comments/suggestions pertaining to the article.

If you do not agree with the current version of the submission, two commentary fields appear for your comments: In the upper commentary field, comments, tips and suggested corrections for the author can be found. The bottom commentary field is for comments made to the editorial board and invisible to the author.

Reviewing Educational Material

Please then specify whether or not educational materials are to also be made available. You can then decide:

- I agree to the release of the educational material.
- I would like to make comments/suggestions pertaining to the educational material.

If you consider changes to be necessary, the next step is to specify if you'd like to make comments on the case study, slides or videos (under the terms of which more educational material can be selected). For each educational material that has been checked, a separate commentary field appears for the author and editorial board. In addition to the free fields, you should also answer the following standardized questions:

- Is the educational material assigned to the correct field?
- Is the educational material properly licensed?
- Was the educational material made easy to understand?

Completing a Review

Before finishing the review process, you still need to decide upon the following: Do you want to view the article before its release or after possible changes, or not? Please tick the relevant box.

After you have completed the review process, you can change the review status from "review in process" to "review completed" so that both the editorial board and author receive your commentary. With this, you have completed the review. You will then receive a notification (if requested) once the author has finished making changes and the article has been published.

If you are unable to find the time to review an article within three weeks, you will receive an e-mail reminder which gives you another week's time to complete the review following its arrival.

If you were unable to complete a review within four weeks, you will receive an e-mail notification stating that the review was sent to another colleague. You are then no longer held responsible for its completion.

Important Information

Please pay careful attention to the following aspects when working on your review:

- Only textual errors or inaccuracies, and not wording, are reviewed.
- Spelling and grammar are only reviewed when there are serious errors.
- Proofs of licensing are to be sufficiently provided and clearly assigned.

- Please pay attention to gender-specific phrasing.

Thank you for your support. GenderMed-Wiki looks forward to your involvement!