

EMS Reference Reviewer Guidelines

Our reviewers are an integral part of EMS Reference's mission to create a well-cited, current and authoritative source of information for prehospital care professionals. They are also an integral part of the learning process for authors, regardless of their breadth of publishing experience.

Time Commitment

Reviewers evaluate manuscripts based on time and availability as well as need. Once a reviewer has been approved and an appropriate manuscript has been received, the assigning editor will email these reviewer instructions along with a confidential copy of the submission (coded internally by number to create double blindness) and an evaluation form to be completely filled out.

Reviews are asked to be completed within 10 days. If you are unable to complete the review within 10 days, we ask that you notify the assigning editor immediately of your next availability.

Content

You should focus your review on evaluating the content of the submission, rather than editing it. (If you happen to find errors or come up with editing suggestions, feel free to make them, but please do not focus your time on them.) Evaluation of the submission should include, but isn't limited to:

- Confirming the concepts are evidence-based, and reflect current best practices or detail controversies in an unbiased manner;
- Checking any sources unfamiliar to you and confirming they are accurately interpreted and represented, and
- Identifying important information or concepts that are missing or misrepresented.

Confidentiality

We believe in the [recommendations of the International Committee of Medical Journal Editors](#) in regard to the responsibility of confidentiality among peer reviewers:

Manuscripts submitted to journals are privileged communications that are authors' private, confidential property, and authors may be harmed by premature disclosure of any or all of a manuscript's details.

Reviewers therefore should keep manuscripts and the information they contain strictly confidential. Reviewers must not publicly discuss authors' work and must not appropriate authors' ideas before the manuscript is published. Reviewers must not retain the manuscript for their personal use and should destroy copies of manuscripts after submitting their reviews.

If you think another contributor would provide valuable feedback on a submission you have reviewed, please direct that suggestion to Editorial Director Jennifer Berry instead of reaching out to that person directly. Once you have completed your review, please destroy your copy/copies of the submission.

Timeliness & Tone

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Your review should be completed quickly and written in an appropriate tone. Please use the following [recommendations of the International Committee of Medical Journal Editors](#) as guidelines for your responsiveness and phrasing of your review:

Reviewers are expected to respond promptly to requests to review and to submit reviews within the time agreed. Reviewers' comments should be constructive, honest, and polite.

If you are unable to review a submission within the 10-day deadline but would like to review it at a later date, please respond to the email with your availability and we will do our best to send the submission to you at that time.

Conflicts of Interest

We follow the [recommendations of the International Committee of Medical Journal Editors](#) in regard to the responsibility of peer reviewers to declare any conflicts immediately:

Reviewers should declare their conflicts of interest and recuse themselves from the peer-review process if a conflict exists.

Please alert Editorial Director [Jennifer Berry](#) to any conflicts of interest you may have with a submission at once, and destroy your copy/copies of the submission.

Thank you again for being a reviewer for EMS Reference. Your thoughtful input is an invaluable part of our mission.

Regards,

[Jennifer C. Berry](#), NREMT
Editorial Director, EMS Reference