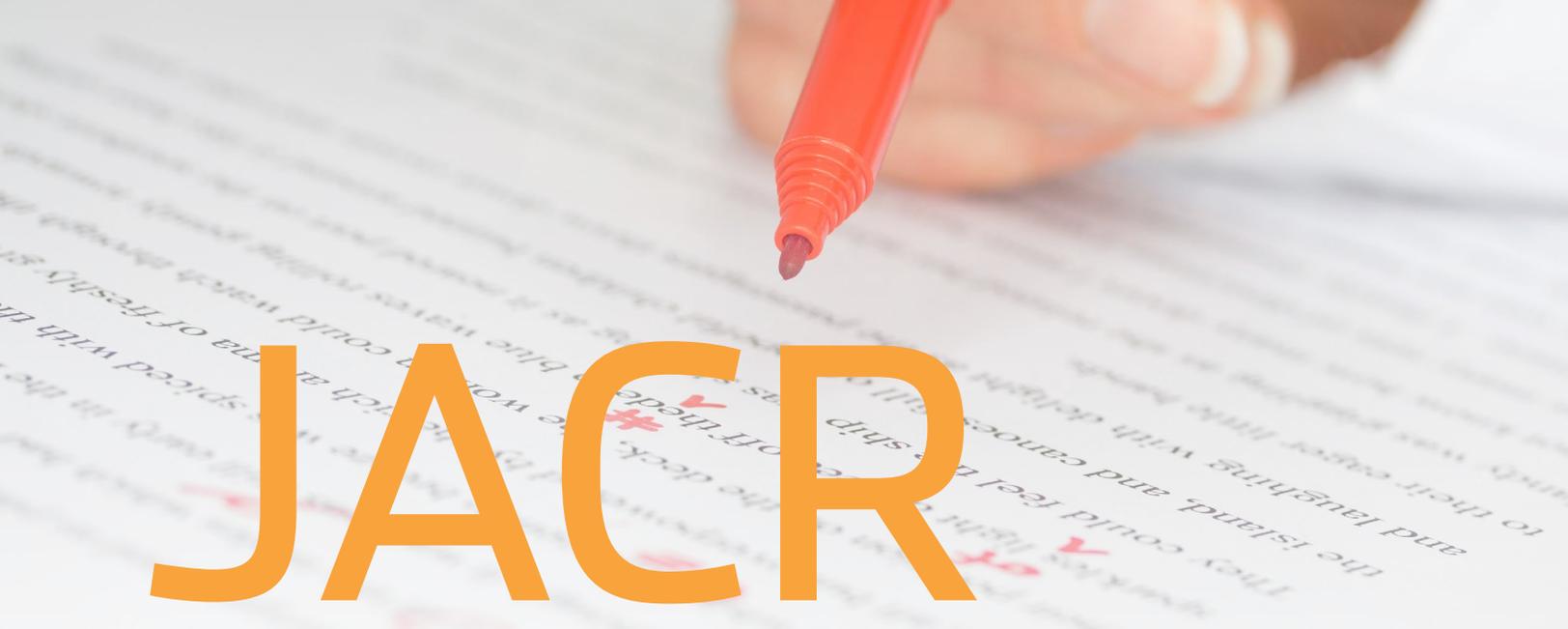




JACR

REVIEWER TOOLKIT



JACR

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About the *JACR*

Background and Rationale

The *JACR* provides its readership with high-quality innovative work in diagnostic radiology, interventional radiology, medical physics, and radiation oncology. This proud tradition is undeniably dependent upon the quality of work submitted and chosen for publication. Reviewers for the journal act as shepherds of this work and are a vital component in protecting the integrity of the *JACR*. Recruiting and maintaining a diverse pool of inspired and passionate reviewers who are motivated to provide excellent assessment of the journal content will help the *JACR* remain a leading showcase of new ideas.

While there are scattered reviewer resources available digitally, to date there is no comprehensive collection of materials to recruit, onboard, educate, evaluate and support the *JACR* reviewers. The *JACR* Reviewer Toolkit is created as part of a strategic plan to systematically support article review, thereby ultimately helping the *JACR* maintain a tradition of innovative excellence.

This toolkit is meant to provide a **basic reviewer guide** encompassing all elements of *JACR* review.

About the *JACR*

Launched in 2004, the *JACR* fills a unique niche in the radiology journal landscape. Read more about the history of the journal in the following *JACR* articles:

JACR Now and Then

[Ten Years of *JACR*—A Personal History, Part 1: The Run-up to a New Journal](#)

[Ten Years of *JACR*—A Personal History, Part 2: The Making of a Journal](#)

Mission

As the official journal of the American College of Radiology, *JACR* will inform, educate, and engage radiologists, giving them the information and tools they need to provide evidence-based, patient-centric imaging care while moving the science of radiology forward. The five pillars of our content are health services research and policy, clinical practice management, data science, leadership, and training and education. The journal will explore and adopt innovations in the delivery of content through print, online, and social media to engage with broader audiences beyond our core readers.

As a leader, *JACR* will publish novel material that will help shape health care policy and the economics of imaging-related practice while remaining focused on delivering patient care efficiently and effectively. *JACR* is dedicated to earning the trust of readers, engaging with them on timely topics, making editorial decisions based on data and evidence, increasing and promoting methodological excellence, ensuring the integrity of peer review, and adhering to the highest standard of publication and editorial ethics.

Aims and Scope

The *JACR* informs its readers of timely, pertinent, and important topics affecting the practice of diagnostic radiologists, interventional radiologists, medical physicists, and radiation oncologists. In so doing, *JACR* improves their practices and helps optimize their role in the health care system. By providing a forum for informative, well-written articles on health policy, clinical practice, practice management, data science, and education, *JACR* engages readers in a dialogue that ultimately benefits patient care.



Basic Reviewer Guide

Registering to be a reviewer and maintaining a reviewer profile

STEP Email *JACR* managing editor Laura Simson (jacr@jeditorial.com) expressing your
01 interest. She will pass this along to the editors.

STEP Update your profile:

- 02**
- Log in to (or create) your ScholarOne account at mc.manuscriptcentral.com/jacr
 - Click your name in the top bar, above and to the right of the *JACR* logo.
 - In the drop-down menu, choose “**user ID & Password.**”
 - Choose your areas of expertise under Reviewer Specialty and Clinical Specialty.
 - Click “**Finish**” and you’re all set!

Check out the Elsevier [Reviewer Hub](#) for information about peer review and resources for getting the most out of your review.

Accepting an article for review

You will receive an invitation to review a manuscript directly from the *JACR* office. The email will arrive to the account you have registered with the *JACR* upon signing up to be a reviewer.

It is essential that you respond promptly to this email indicating your availability to be a reviewer for the manuscript. This allows us to more rapidly identify an alternate reviewer to avoid delaying our timeline to an initial decision.

Please click on the link provided in the email to take you to ScholarOne and indicate your acceptance of the manuscript for review.

Entering a review online

Click on the link provided in your email from ScholarOne. This will take you to the review. Please ensure that your profile is set to “**Review**” and not “**Author**” for this encounter; “**Review**” should be highlighted on the top bar under the journal logo. From the Review Center, the manuscript will be located under “**Active Reviews.**” Choose “**Continue Review**” under the Action dropdown menu; this will take you to the scoresheet.

Upon selection, you will be presented with a series of fields to fill in your article assessment. You will also be asked to suggest “**reject,**” “**accept,**” or “**revise.**”

Please note that your suggestion is visible only to the editor and not the author.

There will be a section for comments visible to the author and a section for comments visible only by the editor. Further details on how to construct an excellent review are detailed below.

Approaching a review

Remember the Golden Rule:

Review the manuscript as you would want your work to be reviewed

- **Be critical but kind.**
- **Be timely in accepting or rejecting invite and completing review. Any response is better than no response.**
- **Refrain from ad hominem comments and personal attacks.**
- **Please do NOT comment on reject vs. accept in the comments to the author. Instead, place this in comments to the editor.**

If you are asked to review, please use the following questions to guide your thought process:

- 01** Is the proposed topic novel? Has something similar been previously published?
 - a** If the topic is not novel, how does the manuscript add to the preexisting body of work in a unique way?
- 02** Has the rationale for the manuscript been clearly defined?
- 03** Are the concepts presented clearly defined with appropriate discussion?
- 04** Is the study design appropriate and reasonably free of potential bias?
- 05** Is the data properly analyzed with sound statistical methods?
- 06** Are the results clearly and concisely presented?
- 07** Is the manuscript appropriately referenced?

Following a reviewer checklist

Please consider the following questions as you evaluate the manuscript

Abstract

- Are the rationale, goals, and objectives of this research clearly stated?
- Are the conclusions of the research clearly and concisely summarized?
- Introduction
- Do the authors provide convincing rationale for the article?
- Is appropriate background information provided and adequately referenced?
- Is a research hypothesis clearly presented and explained?

Methods

- Are the methods described in appropriate detail and clearly reproducible?
- Is the experimental design appropriate and reasonably free of potential bias or confounding variables?
- Do the methods and experimental design appropriately test the proposed hypothesis?

Results

- Are all findings, including unexpected findings, clearly explained?
- Does the presentation of data follow a logical order, well supported by the introduction and methods sections?

- Are the statistical methods appropriate and properly conducted? If review by a statistician may be of benefit, please say so in your comments to the editor.

Discussion

- Is it written with clear and concise language, free of grammatical errors?
- Are the objectives clearly met? Is the central hypothesis addressed?
- Do the final discussion and conclusions accurately summarize the collected information and provide something novel to this field of work?
- Are all study limitations acknowledged and discussed?

Figures, Graphs, and Tables

- Do the figures, graphs, and tables follow all *JACR* specifications?
- Do they demonstrate central concepts in a way that enhances the manuscript?
- Are appropriate legends provided? Can the legends serve as an adequate standalone explanation of the graphic?

References

- Are all appropriate references for this manuscript included?

Reviewer and author ethics

All submitting authors note that their work has not been published previously (except as an abstract or academic thesis), and that it is not under consideration for publication elsewhere. Authors confirm that the submission is their original work and includes no plagiarized content. They also complete a conflict-of-interest form upon submission.

As a reviewer, it is your ethical responsibility to keep the contents of the submitted manuscript confidential. Draft manuscripts should not be circulated or shared. The material presented in the manuscript is the intellectual property of the authors and should not be shared or used by the reviewer.

If the reviewer believes that they know the author's identity or if there is a perceived conflict of interest, the reviewer must contact the editor-in-chief and request the manuscript be reassigned.

If the reviewer has already reviewed the manuscript for another journal, this conflict should be disclosed to the editor-in-chief. In addition, if the reviewer feels that s/he does not have the content expertise to comment on the article, the reviewer should contact the editor-in-chief so that the manuscript can be reassigned.

If the reviewer is concerned about possible ethical misconduct in the article (such as plagiarism), the editor-in-chief should be contacted.

Assessing statistical integrity

If the statistical approach is complex and would benefit from review by a statistician, please say so in your comments to the editor.

Read more in [“Statistical Data Editing in Scientific Articles”](#) by Farrokh Habibzadeh.



Evaluating referenced material

Each reviewer should survey the referenced articles provided. If any citations seem questionable, the original paper can be accessed via Scopus. Every reference cited in the text should match a complete citation in the reference list and vice versa.

Explanation of reviewer recommendations

Below are some possible reasons behind the decision to reject, accept, or request revisions.



Accept

- Article is within the scope of the *JACR*, well written, and meets or exceeds journal standards.
- No significant concerns were raised by the editor or reviewers.

Reject

- Article is not within the scope of the journal.
- Article does not meet adequate writing standards for publication.
- Article does not meet adequate scientific standards for publication.
- There is an ethical concern.

Minor revision

- A small number of minor issues or questions on content need to be addressed prior to consideration for publication.

Major revision

- A significant alteration in one or more major sections of the manuscript needs to be addressed prior to consideration for publication.
- A large number of small issues need to be fixed prior to consideration for publication.

Explanation of reviewer evaluation

After reviews are submitted, the journal editors score them according to the following criteria. These scores are used to determine eligibility for SA-CME (requires a score of 2 or above) and for reviewer recognition tiers.

Reviewer Scoring System

Point System (1-3)

1-Point Review:

- Reviewer did not follow *JACR* reviewer guidelines
- Review lacks constructive comments to authors and editor
- Provided decision does not match provided comments
- Review was submitted well past deadline.

2-Points Review:

- Reviewer guidelines have been partially followed
- Some comments lack structure
- Some of the review lacks substance
- Portions of the manuscript have not been properly addressed
- Review was submitted late

3-Points Review:

- Reviewer guidelines have been followed
- Comments provided are constructive, professional, and helpful
- Decision submitted is congruent with comments
- Review has been submitted on time

Benefits of Being a *JACR* Reviewer

The Journal of the American College of Radiology actively acknowledges the outstanding voluntary contributions of our peer reviewers. Experienced reviewers such as yourself have provided timely and meaningful feedback for our authors and editors, contributing to the high quality of our peer-reviewed journal. In return, we would like to recognize our outstanding reviewers through our journal's recognition program that includes SA-CME credits, published acknowledgements, and milestone awards.

SA-CME Credits

As of January 2019, the *JACR* offers 3 *AMA PRA Category 1 Credits*[™] for each manuscript peer review completed (up to 15 credits per calendar year). This credit is designated "SA-CME" (self-assessment module CME) by the American Board of Radiology. These credits can also be applied toward the [AMA physician's recognition award](#).

Exceptional Manuscript Review Honor Roll

Each year, we acknowledge our top peer reviewers. These individuals have provided numerous, timely, and outstanding peer reviews, scored highly by the editor-in-chief and deputy editor. Top reviewers are recognized in the first regular issue of the following calendar year and receive an award certificate. In addition, a letter is sent by the *JACR*

editor-in-chief to the reviewer's chair acknowledging this achievement.

JACR Silver Medal in Manuscript Review

For our peer reviewers who have provided at least 50 high-quality manuscript reviews over a lifetime, we award the *JACR* Silver Medal. These individuals receive the award at our annual banquet at the RSNA Annual Meeting.

JACR Gold Medal in Manuscript Review

For our peer reviewers who have provided at least 100 high-quality manuscript reviews over a lifetime, we award the *JACR* Gold Medal. These individuals receive the award at our annual banquet at the RSNA Annual Meeting.

Contact Us

For questions about setting up a reviewer profile or completing a review in ScholarOne, please contact Laura Simson, managing editor, at JACR@jjeditorial.org.

Claim Your CME!

By completing this toolkit, you become eligible for 1.0 *AMA PRA Category 1 Credit*[™].
[Click here to claim your credit.](#)