Guidelines for Reviewers
(updated July 2014)

About the Journal
Nursing for Women's Health is an official publication of the Association of Women's Health, Obstetric and Neonatal Nurses (AWHONN). Published since 1996, and currently edited by Mary C. Brucker, PhD, CNM, FACNM, it is a peer-reviewed, scholarly clinical practice journal for nurses primarily involved in the care of women and newborns. The mission is to educate, guide and report on evidence, trends and news related to women's health across the lifespan (including but not limited to the reproductive period) and obstetric and neonatal nursing. The tone is practical and reader-friendly, while upholding high standards for evidence-based, scholarly content. Types of manuscripts reviewed include clinically focused original research studies, quality improvement projects, review articles, case studies, clinical practice columns, health care policy and advocacy articles, and commentaries.

How to Become a Reviewer
Prospective reviewers must submit a CV and cover letter to nwh@awhonn.org. Put "reviewer application" in the subject line. To be selected as a reviewer, applicants must meet the following qualifications:

- Be a registered nurse in the women's health, obstetric or neonatal field. (We occasionally have reviewers from other disciplines and specialties, although we primarily engage nurses in our review process).
- Be a published author or have some previous experience with scholarly publishing.
- Be abreast of the latest issues and trends in the field.

If your application is accepted, you'll receive an email with instructions on how to register on the Editorial Manager website. Being a reviewer is strictly voluntary; you can request to be removed from the reviewer list at any time. Reviewers who consistently fail to respond to review invitations (by either accepting or declining the invitation) will be removed from the reviewer list.

What is Expected of Reviewers?
All reviewers for *Nursing for Women's Health* are expected to do the following:

- **Maintain a working email address that you check regularly**. Email is the *only* method through which reviewers are invited to review manuscripts. Please make sure that the following domains are on your email's list of "Safe Senders": @editorialmanager.com and @awhonn.org. This will ensure that review invitations and correspondence with the editorial office are not filtered as "junk mail" or "spam" by your email program.

- **Register at Editorial Manager** (www.editorialmanager.com/nwh) **and keep an up-to-date profile there, including current email address, mailing address, phone number and professional credentials**. If you plan to use your work email as your primary email address, we <u>highly recommend</u> that you also add a personal email address as a backup, as some reviewers' work emails filter review invitations as junk.

- **Select your "personal classifications" as part of your personal profile in Editorial Manger**. These personal classifications are what allow the Editorial Manager system to match potential reviewers to manuscripts. IMPORTANT: If you don't set Personal Classifications in your Editorial Manager profile, you will <u>never</u> receive invitations to review manuscripts.

- **Set your "Unavailable Dates" in your Editorial Manager profile for dates that you know you will be unavailable to review** (e.g., when you are going on vacation or when you know you will be busy with work deadlines).

- **Respond to all invitations to review, by either accepting or declining the invitation, within 5 days of receipt**. This is very important in helping us meet our timelines.

- **Submit your review in the Editorial Manger system within 10 days of accepting an invitation to review**.

- **Read *Nursing for Women's Health* regularly to get a sense of what has been published recently**.

- **If necessary, review the *Nursing for Women's Health* Guidelines for Authors to get a sense of what we ask of authors**. The guidelines can be found online at http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1751-486X/homepage/ForAuthors.html

How Many Manuscripts Will You Review?

There is no minimum or maximum number of manuscripts you will be invited to review each year. The number depends on how many manuscripts are submitted to *Nursing for Women's Health* and the topics that they cover. When authors submit manuscripts, they must designate topic "classifications" for their manuscripts. These classifications are then used to match manuscripts with reviewers' personal classifications. You are not obligated to accept all invitations to review; however, we do ask that you promptly respond (within 5 days) to all review invitations by either accepting or declining the invitation. There will be specific links in the email you receive to enable you to accept or decline.

How to Submit a Great Review

When reviewing for *Nursing for Women's Health*, it's important to keep in mind that the journal aims to publish timely, accurate, authoritative, evidence-based and practical articles on the most compelling topics. Our readers want user-friendly, take-home information that they can apply to their professional and sometimes even personal lives. We always want a manuscript to answer the question, "So what?" We also want our articles to be interesting, engaging and readable.

First and foremost, the role of a reviewer is to ***review*** a manuscript—not to edit it. If you feel a manuscript has problems with grammar, style, spelling, etc., you may note that in your comments, but please don't feel that you must correct these mistakes line by line. It is much more important for you to apply your valuable time and expertise in evaluating the *content* rather than the *format* of the manuscript. Certainly, if you feel there are overall structural changes an author could make, such as strengthening an introduction, expanding a certain section, or adding a stronger conclusion, by all means suggest as such. But don't feel you must get trapped in the minutiae of the manuscript. That's what we have a managing editor, copyeditor and proofreader for. We are much more concerned with your thoughts about the content of the paper and how it will (or won't) serve the readers.

Questions to Consider

When reading through a manuscript, ask yourself these questions:

- Will the article be timely, interesting, and/or useful to readers?
- Is the content evidence-based? Does the author use appropriate and accurate references to back up statements?
- Are the data cited recent and/or comprehensive? Are there any crucial references missing?
- Is the tone reader-friendly and appropriate? (The tone of *Nursing for Women's Health* is more conversational than some scholarly journals, but still professional).
- Are there any pertinent details missing or are there thoughts or sections that need expansion?
- Does the paper add something new to the existing body of knowledge on this topic or at least present the topic in a timely or fresh way?
- Are the implications for clinical practice made clear? (This is the "So what?").
- Does the paper contain information that would be better shown in a graphic, table, chart or box? (We strive to have as many of these elements as possible to break up text and to enhance reader comprehension).
- If the paper already has graphics, tables, charts, and/or boxes, are they clear and useful?

- Will readers walk away from this paper having learned something, or does the paper raise more questions than it answers?

Submitting Your Review in Editorial Manager

Once you have accepted an invitation to review a manuscript, you have 10 days to submit your review in Editorial Manager. It is very important that all reviews be completed in Editorial Manager, because this allows us to capture all feedback within one system and to keep the process blinded. Reviews submitted in any other format other than via Editorial Manager will not be accepted. If you are unfamiliar with Editorial Manager, you may wish to view their reviewer tutorial at www.editorialmanager.com/homepage/docs/Reviewer_Tutorial.doc.

Reviewers are **not permitted** to make comments or edits directly in the manuscript Word document or PDF. All review comments must be entered as follows:

1. Log into Editorial Manager by entering your username and password and clicking "Reviewer Login."
2. At the next screen, click "Reviews Pending" and this will bring you to the screen for the manuscript(s) you have agreed to review.
3. By clicking "View Submission," you can read the manuscript. Do not download the manuscript and make comments directly in the manuscript document. Rather, make your comments in the reviewer rating form, which you can access by clicking "Submit Recommendation" after you have viewed the submission.
4. When you're ready to submit your recommendation with comments, click "Submit Recommendation"; use the following directions to guide you in completing your review:

Within the reviewer rating form you will be able to assign reviewer ratings for five questions, make confidential comments to the editor and author, and submit a recommendation of either "accept," "revise," or "reject." Explanations on how to complete each of these steps follow.

Ratings
The first part of submitting a review entails answering five questions using a three-point scale:

1. Is the information in this article timely? (YES=1; NO=2; SOMEWHAT=3)
2. Is the article easy to read and practical? (YES=1; NO=2; SOMEWHAT=3)
3. Does the article add new information to current knowledge? (YES=1; NO=2; SOMEWHAT=3)
4. Does the author adequately and appropriately cite the evidence to support her/his assertions? (YES=1; NO=2; SOMEWHAT=3)
5. Does this article meet the journal's mission to help nurses provide optimum, evidence-based care to women and/or newborns? (YES=1; NO=2; SOMEWHAT=3)

Comments
The second part of your review entails providing comments to the editor and comments to the author. When authors receive comments they are blinded to the reviewer's identity.

Comments to the Editor
Please write your confidential opinions in this section, including your compelling reasons for why you think the manuscript should be accepted, revised, or rejected. Include general suggestions and qualifications. Comments in this section are of great value to the editor in making a decision when reviewers have not reached a consensus, in writing rejection and revision letters, and in preparing accepted manuscripts for publication.

Comments to the Author
Make your suggestions to the author in the "Comments to Author" box. Indicate possible or necessary improvements in substance, organization, logic, and style. When appropriate, please refer to the page number and line number for passages that you are commenting on. Please keep your criticisms and suggestions constructive and courteous. Please read through your critique before submitting it and check for spelling errors or typos.

NOTE: Do not express your opinion about the overall quality and whether or not the article should be published in the comments to author—make these remarks in your confidential remarks to the editor only.

Submitting a Recommendation

The final part of your review involves submitting a recommendation. These are your three choices for a recommendation:

- **ACCEPT:** If, aside from minor changes or "polishing edits," you feel the manuscript could be published in its present form, check this option.

- **REVISE:** If the manuscript contains good material but should be revised by the author and resubmitted for additional review, check this option. Please check this category only if the paper has a good chance to be acceptable after the author satisfies your present criticisms. Please distinguish essential revisions from those you judge merely desirable in your confidential remarks to the editor.

- **REJECT:** If you feel the manuscript should not be published, check this option and please identify specific reasons for this decision.

Some General Principles to Keep in Mind
Double Blinding
Editorial review for *Nursing for Women's Health* is a double-blind process; the identities of the author and the reviewers are concealed from each other. Please contact the editorial office at nwh@awhonn.org immediately if you think you might be biased because your interests conflict with those of an author or if you recognize a manuscript because you have a close personal or professional relationship with the author.

Confidentiality
The manuscript is a privileged communication for your personal review. You are free to solicit advice from others, but please do not refer the manuscript to anyone else to review without approval from the editors. The manuscript is the property of the author and should not be photocopied or distributed in any manner.

Suspicion of Plagiarism
If you suspect any parts of the manuscript have been plagiarized, please email the editorial office at nwh@awhonn.org.

Editorial Decision
Reviewers are selected for their varying perspectives, and they may well render different opinions. Decisions to publish are not based on a "unanimous" vote by the reviewers; instead, the editor carefully considers all the reviews and weighs all the evidence, including timeliness of subject and availability of space in the journal, and makes the final decision as to whether a manuscript will be accepted. Once the editor has made her final decision about a manuscript, you can view (in Editorial Manager) the comments made by other reviewers of that manuscript and the decision and comments made by the editor. This can be very helpful to reviewers as they can see whether their view agreed or conflicted with those of the other reviewers.

Feedback to Reviewers from the Editor
Reviews are rated by the editor, and you may receive individual feedback from the editor on your performance, as necessary.

Conclusion
Thank you for your interest in reviewing for *Nursing for Women's Health*. You are contributing an important service to your profession by being a peer reviewer. Reviewing is not a simple task—it requires time, thought, expertise and clear communication. But it's a vital part of helping *Nursing for Women's Health* meet its mission to help nurses provide evidence-based care to women and newborns. We greatly appreciate the work that reviewers do, and we often receive notes of thanks from authors telling us that the reviewers' feedback was very helpful to them.

Contact Information
Email: nwh@awhonn.org
Journal Website: http://nwh.awhonn.org
Editorial Manager: http://www.editorialmanager.com/nwh
Facebook: http://www.facebook.com/NursingForWomensHealth
Twitter: http://www.twitter.com/NWH_journal