



ARCHIVES of CraniOroFacial Sciences

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Guidelines for Peer Reviewers

THE ACOFS REVIEW PROCESS

- Reviewers are selected by the Head Section Editor.
- Each manuscript is assigned to two or more reviewers, at the discretion of the Section Editorial Head(SEH)
- Reviews are double-blinded, ie, reviewers will not be informed of the identity of the authors and authors will not be informed of the identity of the reviewers.
- Review assignments are due approximately 3 weeks from the date of invitation. If you cannot complete an assignment in the allotted time, please let us know immediately. Because a decision must wait until all reviews have been returned, a delay by a single reviewer slows the editorial process.
- The Deputy Editor carefully considers the comments and recommendations of each reviewer to arrive at a preliminary decision to Accept, Reject, or Revise a manuscript. The Section Editorial Head(SEH) may request that a reviewer comment on an extensively revised manuscript.

THE ROLE OF THE PEER REVIEWER

- Your task as a peer reviewer is to judge, critically and constructively, the content of the manuscript. You help determine whether the manuscript is appropriate for the Journal. You decide whether the topic is handled substantively and accurately, with appropriate scope and in sufficient detail.
- Your queries, constructive comments, and suggestions are meant both to Challenge the author to improve the text where necessary and to guide the author in presenting the material as clearly and concisely as possible. The ultimate goal is an article of practical benefit to the readers of ACOFS.
- As a reviewer, you must remain unbiased in your critical appraisal of the material in a paper. Your comments to the author should be professional and courteous in tone.

- Your ethical responsibility as a reviewer is not to make use of material under your review prior to publication.
- If you find that all or a significant portion of a manuscript you are reviewing has been published elsewhere, please alert the ACOFS Editorial Office immediately at acofseditor@gmail.com

WHAT TO CONSIDER WHEN PREPARING YOUR REVIEW

Familiarize yourself with the Journal's [Instructions for Authors](#). Indicate any major divergence from the standard manuscript format.

Structure of the Manuscript

Title: The title should succinctly describe the paper and should not be in sentence form.

Abstract: The abstract presents the main points of the paper. Authors are asked to avoid general statements that “tell” rather than “show”— eg: ask an author to change “This article examines risk factors in this population” to a statement of facts: “Prophylaxis should be used in patients with such risk factors as respiratory failure and hypotension.”

Introduction: An introductory paragraph, if applicable, identifies the matter under discussion, presents background information, relevant statistics and history, and etiology.

Body of the Paper: Here, the author reviews the pertinent literature, discusses any controversies or debates, and examines the state of the art. Published studies that are discussed should be reasonably current. When pertinent, treatment methods, such as surgical versus non surgical management, are discussed.

- The authors' discussion of best treatment methods and personal experience, when applicable, are included here.
- Authors must acknowledge material in their manuscript that contradicts the current recommendations.

Summary: More than simply a repetition of the text, the Summary (1) reiterates the nature of the problem or the controversy; (2) provides a clear conclusion based on the literature and the authors' experience; (3) and frequently suggests a role for ongoing study and future directions.

References: At least one quarter of the references should have been published within the past 5 years. Cited studies should be original research published or in press in the peer-reviewed literature rather than textbooks or abstracts, although citation of textbook

chapters is permitted when the context requires it. Personal communications are never allowed.

Illustrative material: Line drawings, radiographs, tables, and algorithms should be called out appropriately within the body of the paper. Please verify that the information presented in tables agrees with the text, and that figure legends clearly and accurately describe the images.

- Authors are not required to provide print-quality, professional images for the review process. Images will be redrawn or improved prior to publication.
- Do not concern yourself if an illustration “looks familiar.” Authors are required to provide us with the source of any piece of illustrative material that has been published previously. Source information, however, may not be included in the reviewer version of the manuscript

WRITING THE REVIEW

Comments to the Chief Editor:

Structure your comments and recommendations, as follows:

General Comments: Typically, open your review with a paragraph that summarizes the contents of the manuscript.

Specific Comments: The bulk of your review will be a detailed, numbered list of your specific concerns. Be sure to include the manuscript page number and line number for each comment. This is important because the corresponding author is required to provide a point-by-point response to each of the comments.

Closing Comments: If you wish, please also provide a short paragraph mentioning the overall strengths and weaknesses of the manuscript. Indicate the usefulness or value of the manuscript to the practicing doctor's and to residents and fellows in training.

“Typos”: You are welcome to note any typographic, grammar, or syntax errors, but you are not obliged to do so. Each manuscript that is ultimately accepted is carefully copyedited.

Evaluation: Complete the evaluation and indicate your overall recommendation to Accept, Revise, or Reject the manuscript by sending it to Section Editorial Head (SEH)

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Thank you for your willingness to participate in the peer-review process.

Editor-in-Chief

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