

PEER REVIEW PROCESS

NOTIFICATION OF MANUSCRIPT RECEIPT AND PRELIMINARY REVIEW

Manuscripts received by *Clinical Medicine & Research* are viewed as confidential documents. The corresponding author will be notified that the manuscript has been received within two weeks of the receipt of the manuscript. Manuscripts are given a unique number by the senior editor. The Unique Manuscript Reference Number (UMRN) will be listed in the notification.

To determine the appropriateness of the manuscript for publication in *Clinical Medicine & Research*, a preliminary review will be conducted by at least one of the following editorial staff members: editor-in-chief, associate editor, scientific editor, senior editor. The results of the preliminary review will be included in the receipt of manuscript notification.

PEER REVIEW PROCESS

Manuscripts of original research (clinical research, meta-analysis, laboratory research, systematic reviews) case reports and clinical issues are entered into the peer review process to determine the originality, validity and relevance of the content and conclusions. The senior editor attempts to have all manuscripts reviewed by a minimum of three peer reviewers (clinical issues is sent to a guest editor). In circumstances that will only allow for two peer reviews, the author will be notified of this in the results of the review correspondence. The author will be notified of the status of the manuscript within thirty days from the start of the peer review process.

The author may suggest names of reviewers (limit of four) on the Manuscript Submission Copyright Transfer Agreement form (MS-CT). The potential reviewers will not have been co-authors or collaborators within the last three years. The author may also suggest names of individuals that they would prefer not be considered as potential reviewers, due to known conflicts of interest or competitive business relationships. Please note: Final determination of reviewers is at the discretion of the *Clinical Medicine & Research* editorial board and editorial staff.

The peer review process is a closed process. The reviewer will always be given the choice to sign reviews and comments. *Clinical Medicine & Research* does not include reviewer comments with a published manuscript.

At the completion of the review process the author will receive a copy of the reviewer comments, accompanied by a cover letter stating the publication status of the manuscript.

PEER REVIEWER RESPONSIBILITIES AND SUGGESTED GUIDELINES

Potential reviewers receive a request by email or fax from the senior editor to review a recently submitted manuscript. The request includes the manuscript title page, abstract, review request letter and consent form. The consent form provides the peer reviewers a method to indicate any financial, subject, or other conflicts that may generate bias or prevent the review from being completed within the stated timeframe. The reviewer will receive the manuscript and review sheets within 48 hours of the return of the consent form.

The *Clinical Medicine & Research* Editorial Board is grateful for the time and expertise that a reviewer will give to the critique of the manuscript. Unless instructed otherwise by the reviewer, to show our gratitude *Clinical Medicine & Research* publishes annually the names of the reviewers and their affiliation.

Upon receipt of the manuscript if the reviewer realizes that a bias or conflict of interest does exist, which will inappropriately influence the review, or circumstances prevent the completion of the review by the stated time, it is acceptable to return the manuscript to the senior editor and decline the request to review the manuscript.

Reviewer recommendations are the primary source in determining the acceptance of a paper. The reviewer should bear in mind that the results of several reviews may be compiled and returned to the author. Each recommendation made may not be employed.

Reviewers are asked to:

1. Transfer all notes created on the manuscript to the review sheets.
2. Reviewers are not expected to correct errors in grammar or style.
The editorial staff does appreciate any help the reviewer is able to offer.
3. Additional sheets (non-letterhead) may be added for general and specific comments to the author or review summary.
4. Specific comments concerning the acceptability of the manuscript for publication should be made on a separate sheet directed to the attention of the senior editor.
5. Destroy manuscript upon completion of the review.
6. Return figures in the enclosed postage paid envelope for manuscripts received via traditional mail.
7. Return review sheets by Fax: 715-389-3808, Email: clinmedres@mcrf.mfldclin.edu.
Traditional mail: Clinical Medicine & Research, Marshfield Clinic-2R1, 1000 North Oak Avenue, Marshfield, WI 54449.

The peer review process of *Clinical Medicine & Research* is in accordance with the guidelines for peer review as stated by the International Committee of Medical Journal Editors *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*, 2001, <http://www.icmje.org>, and the *Editorial Policy Statements approved by the CSE Board of Directors, 02/18/02*, http://www.councilscienceeditors.org/services_DraftApproved.shtml.

POST REVIEW PROCESS

A letter indicating the status of the manuscript and copies of reviewer comments will be sent to the corresponding author within 30 days from the start of the peer review process. In circumstances where the review is not complete, a letter will be sent to inform the author of the status of the review process.

Upon completion of the review process the corresponding author will receive notification that the manuscript is:

ACCEPTED

A letter of acceptance will be sent to the corresponding author. Prior to publication the author will receive the galley proofs and a *Request for Reprints* form. The galley proofs and reprint form will be returned to the senior editor within 72 hours of receipt.

ACCEPTED WITH NECESSARY REVISIONS

A letter of acceptance contingent upon the completion of revisions will be sent to the corresponding author. The author will return the revised manuscript within 20 business days. The required return date will be indicated in the letter.

INVITATION TO RESUBMIT

Based on reviewer comments and recommendations *Clinical Medicine & Research* will invite the author to resubmit a manuscript. Each resubmitted article is considered a new submission and is subject to the same peer review process as all new submissions.

REJECTED

Based on reviewer comments and recommendations a manuscript may be rejected. Manuscripts that are rejected will not be returned to the author unless specifically requested in the cover letter; all original figures, photographs and slides, as well as the authorship form will be returned.

Rejected manuscripts not returned to authors are destroyed; no part of the manuscript is retained. Reviewer comments are sent to authors regardless of whether a paper is accepted or rejected.