CVIR Reviewer Workshop

by Klaus Hausegger, Raman Uberoi

Sunday, September 8, 2019

13:00 – 14:00

CVIR
The official journal of the Cardiovascular and Interventional Radiological Society of Europe
CardioVascular and Interventional Radiology
Springer
CIRSE

Presenters

Editor-in-Chief of CVIR

Prof. Klaus Hausegger

Klagenfurt, Austria

Deputy Editor-in-Chief of CVIR

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Oxford, United Kingdom

Topics of the workshop

1. Review process in CVIR
2. How to write a review report
3. CVIR reviewer templates

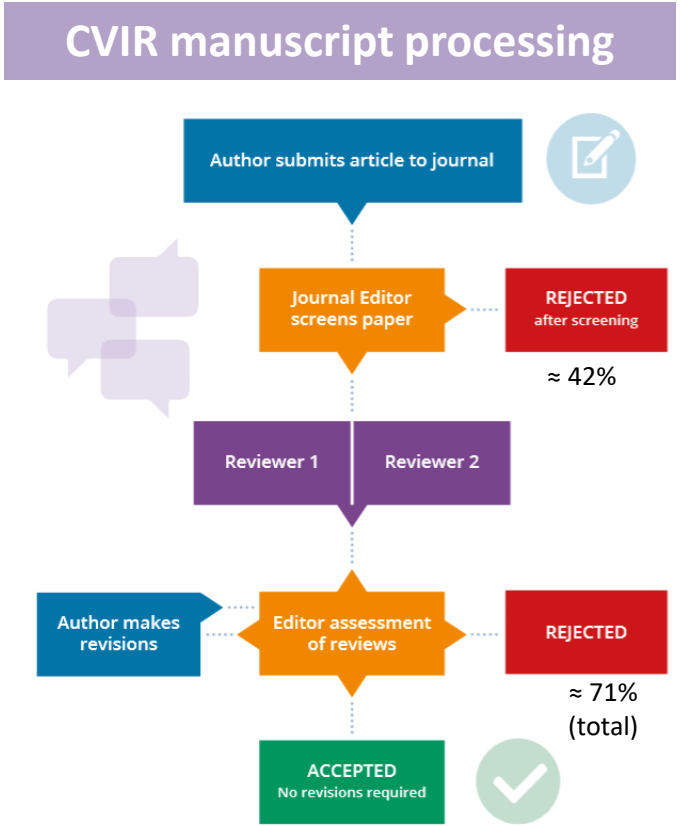
Information about articles

Peer review process

Why do we need peer review?

- credibility
- trust
- quality control
- determines what research gets published

Essential for medical journals



Being a reviewer – ethical considerations

(COPE – committee of publication ethics guidelines)

- Professional responsibility: only accept a review when the manuscript is in the field of your expertise
- Competing interests: authors from the same institution, personal interest, financial interest etc.
- Timeliness: respond to the invitation promptly, do your best to keep to the timeline
- Confidentiality: do not use the content of the manuscript for other purposes; do not “transfer” the review
- Language and style: respect the individual style of writing, as long as language and structure are appropriate
- Never be offending: provide an unbiased review

A few NO-GOs

- Do not suggest to reject or accept in your review comments to authors
- Never blame the authors
- Do not be impolite in your review (even when you don’t like the paper)
- Do not give a biased review of the paper (be as unbiased as possible).

CVIR article types

Manuscript Type	Description
Clinical Investigation	Article that details studies involving human subjects
Laboratory Investigation	Article that details studies involving animal subjects or bench tests
Scientific Paper (Other)	Article that is not a clinical or laboratory investigation, but fits into the scientific paper category, such as meta-analyses
Technical Note	Article detailing novel techniques and their application in experimental or clinical settings
Review Article	Article examining the progress of treatments and techniques over a specified time, including systemic reviews
Case Report	Article detailing treatments of specific patients
Cutting Edge	Short article addressing current hot topics or latest developments in interventional radiology, or in fields which may directly influence interventional radiology
Letter to the Editor	Unstructured communication in letter format
Editorial	Short opinionated paper on current trending topics, submitted upon invitation only
Commentary	Succinct commentary on a recently published article/scientific data/new trend(s), submitted upon invitation only

Types of peer review

Blind review: authors do not know who the reviewers of their manuscript are, but the reviewers know the authors' identity

Double-blind review: neither authors nor reviewers know each other's identity

Open peer review: both authors and reviewers know each other's identity

→ CVIR uses **double-blind review**

Authors need to ensure that their manuscript's main text does not identify them.

Aims of the peer review process

- To ensure publication of the highest quality of articles, in order to improve the knowledge and understanding of IR and IR procedures
- Have a fair and impartial assessment of the quality and content of manuscripts
- Give authors suggestions of where to make improvements
- Ultimately, to provide an opportunity for knowledge sharing between experts around the world

Why review?

- To use your expertise in helping to ensure high standards in published papers in CVIR
- As an author, you recognise the value of having your papers reviewed
- Service to the community
- Be informed about newest developments early
- It is a good path to become a part of an editorial board
- Develop your academic profile.

How to approach a review?

- Remember: You are providing a detailed assessment of the quality of the paper, so the editor can make an informed decision and authors can be guided to make improvements
- Is the English OK?
- Is this an appropriate article for CVIR (usually already decided by editor)
- Is the structure appropriate for the article type?
- Is the content of the various sections of the paper appropriate and correct i.e. Abstract/Introduction/Methods/Discussion/References/Tables/Images etc
- Are their fundamental factual errors including numbers/ % or citations?
- How can authors improve the paper where necessary?
- Does the paper make a difference or add to the body of literature on the subject or is this just a me to?
- Ultimately is this worth publishing?!

How to review a manuscript?

- After the first read through, go back over the manuscript in more detail. You could ask the following questions about the article to develop useful and constructive comments:
  - What is the main question addressed by the research? Is it relevant and interesting?
  - How original is the topic? What does it add to the subject area compared with other published material?
  - Is the paper well written? Is the text clear and easy to read?
  - Are the conclusions consistent with the evidence and arguments presented? Do they address the main question posed?
  - If the paper includes tables or figures, what do they add to the paper? Do they aid understanding or are they redundant?

How to review a manuscript?

- Read the paper and critically appraise the paper as if one of your trainees has written it.
- Use the Reviewer Template and complete it as much as possible
- Ideally each section should have minimal comments (as brief as possible)
- Best to give detailed comments on the quality/relevance for the editor and, where relevant, queries for authors.
- “great”, “poor”, “not good”, “terrible” – Comments like this are not very helpful. Give detailed reasons for your assessment and improvement suggestions where possible.
- Give an overall impression, i.e. Is it worth publishing? Does it improve knowledge? If it is a great study badly written, is it possible to salvage?

CVIR Reviewer Template

The official journal of the Cardiovascular and Interventional Radiological Society of Europe

CVIR

CardioVascular and Interventional Radiology

Springer

CIRSE

CVIR Reviewer Template

New feature as of June 2019

- They help reviewers address the most important article points
- Clearly identifies the types of comments that reviewers will have to write:
    1. Blind comments to author
    2. Confidential comments to the editor

CVIR Reviewer Template

Comments to the author: specific and constructive comments on the study design and content

Comments to the editor: should include comments on novelty and significance of the article, as well as a recommendation on whether the manuscript is suitable for publication

→ Comments to the author should be consistent with comments to the editor

What should be included in a structured review?

To help reviewers:

Since June 2019, a new Reviewer Template was created

Help reviewers complete a detailed and appropriate review

Give the editors a better assessment on the quality of the paper

Give better and more detailed feedback to the authors for improvement

Particularly if the decision is to reject

Reviewer Template

CVIR Reviewer Template for Clinical Investigation, Laboratory Investigation, Scientific Paper (Other), Technical Note

Article Title

Reviewer

Recommendation: Minor Revisions

Cancel | Save & Submit Later | Upload Reviewer Attachments | Proof & Print | Proceed

Reviewer Instructions

Review Questions

Level of Evidence

The EBM Levels of Evidence Score is based on Oxford Centre classification style -- 1 is a higher level of evidence; 5 is a lower level of evidence.

For additional EBM scoring details, please refer to the button above "Reviewer Instructions", or the **Instructions for Authors** located on the CVIR homepage on Springer.com (please find the link on top of this webpage).

Please select a response

Overall Quality of the Manuscript

Please select a response (answer options: very good, good, satisfying, poor, unacceptable)

Reviewer Blind Comments to Author

Description

Your comments will be a reference for authors in case they need to revise their manuscript and make it more suitable for publication. Therefore, please be clear and concise in your comments to the authors. Please **do not** enter confidential comments for Editors in this box.

Manuscripts should not exceed the word count specified in the instructions for authors: 2,400 for clinical and laboratory investigations and scientific paper; 1,200 for technical note. Please point out if the paper is too long.

In the box

Please add your comments to each item below applicable to the manuscript:

1) General comments:

2) Detailed comments:

Abstract:

Introduction:

Materials and methods:

Results:

Discussion:

Conclusion:

References:

Images/tables (if any):

Language quality:

Statistic results (if applicable):

Reviewer Confidential Comments to Editor

Description

These are confidential comments to the Editors. Comments entered in this box will not be revealed to the authors.

By addressing the questions below you will indicate the manuscript's suitability for publication in CVIR.

In the box

Relevance:

Major strengths:

Major weaknesses:

Novelty / Originality:

Scientific merit:

Decision recommendations

Reviewers can make the following decision recommendations to the editor:

- Accept
- Reject
- Major revision
- Minor revision

based upon the scientific merit and technical quality of the study.

Reasons for further considering a manuscript for publication
(Accept, accept after major/minor revision)

- Topic is adequate for CVIR (already checked by the EiC)
- The study is of relevance (novel, original)
- Data is representative (sufficient patient numbers)
- Conclusion is in accordance with the results
- Paper has an adequate structure
- Will the paper be cited?

STROBE – Recommendations

Strengthening the **R**eporting of **Ob**servational studies in **E**pidemiology

STROBE Statement—checklist of items that should be included in reports of observational studies

	Item No	Recommendation
Title and abstract	1	(*a*) Indicate the study's design with a commonly used term in the title or the abstract
		(*b*) Provide in the abstract an informative and balanced summary of what was done and what was found
Introduction		
Background/rationale	2	Explain the scientific background and rationale for the investigation being reporte
Objectives	3	State specific objectives, including any prespecified hypotheses
Methods		
Study design	4	Present key elements of study design early in the paper
Setting	5	Describe the setting, locations, and relevant dates, including periods of recruitme exposure, follow-up, and data collection
Participants	6	(*a*) *Cohort study*—Give the eligibility criteria, and the sources and methods of selection of participants. Describe methods of follow-up *Case-control study*—Give the eligibility criteria, and the sources and methods of case ascertainment and control selection. Give the rationale for the choice of case and controls *Cross-sectional study*—Give the eligibility criteria, and the sources and methods selection of participants
		(*b*) *Cohort study*—For matched studies, give matching criteria and number of exposed and unexposed *Case-control study*—For matched studies, give matching criteria and the number controls per case
Variables	7	Clearly define all outcomes, exposures, predictors, potential confounders, and eff modifiers. Give diagnostic criteria, if applicable
Data sources/ measurement	8*	For each variable of interest, give sources of data and details of methods of assessment (measurement). Describe comparability of assessment methods if ther is more than one group
Bias	9	Describe any efforts to address potential sources of bias
Study size	10	Explain how the study size was arrived at
Quantitative variables	11	Explain how quantitative variables were handled in the analyses. If applicable, describe which groupings were chosen and why
Statistical methods	12	(*a*) Describe all statistical methods, including those used to control for confoundi
		(*b*) Describe any methods used to examine subgroups and interactions
		(*c*) Explain how missing data were addressed
		(*d*) *Cohort study*—If applicable, explain how loss to follow-up was addressed *Case-control study*—If applicable, explain how matching of cases and controls w addressed *Cross-sectional study*—If applicable, describe analytical methods taking account sampling strategy
		(*e*) Describe any sensitivity analyses
Results		
Participants	13*	(a) Report numbers of individuals at each stage of study—eg numbers potentially eligible, examined for eligibility, confirmed eligible, included in the study, completing follow-up, and analysed
		(b) Give reasons for non-participation at each stage
		(c) Consider use of a flow diagram
Descriptive data	14*	(a) Give characteristics of study participants (eg demographic, clinical, social) and information on exposures and potential confounders
		(b) Indicate number of participants with missing data for each variable of interest
		(c) *Cohort study*—Summarise follow-up time (eg, average and total amount)
Outcome data	15*	*Cohort study*—Report numbers of outcome events or summary measures over time
		Case-control study—Report numbers in each exposure category, or summary measures of exposure
		Cross-sectional study—Report numbers of outcome events or summary measures
Main results	16	(*a*) Give unadjusted estimates and, if applicable, confounder-adjusted estimates and their precision (eg, 95% confidence interval). Make clear which confounders were adjusted for and why they were included
		(*b*) Report category boundaries when continuous variables were categorized
		(*c*) If relevant, consider translating estimates of relative risk into absolute risk for a meaningful time period
Other analyses	17	Report other analyses done—eg analyses of subgroups and interactions, and sensitivity analyses
Discussion		
Key results	18	Summarise key results with reference to study objectives
Limitations	19	Discuss limitations of the study, taking into account sources of potential bias or imprecision. Discuss both direction and magnitude of any potential bias
Interpretation	20	Give a cautious overall interpretation of results considering objectives, limitations, multiplicity of analyses, results from similar studies, and other relevant evidence
Generalisability	21	Discuss the generalisability (external validity) of the study results
Other information		
Funding	22	Give the source of funding and the role of the funders for the present study and, if applicable, for the original study on which the present article is based

Systematic review / Meta-analysis

Preferred **R**eporting **I**tems for **S**ystematic reviews and **M**eta-**a**nalysis

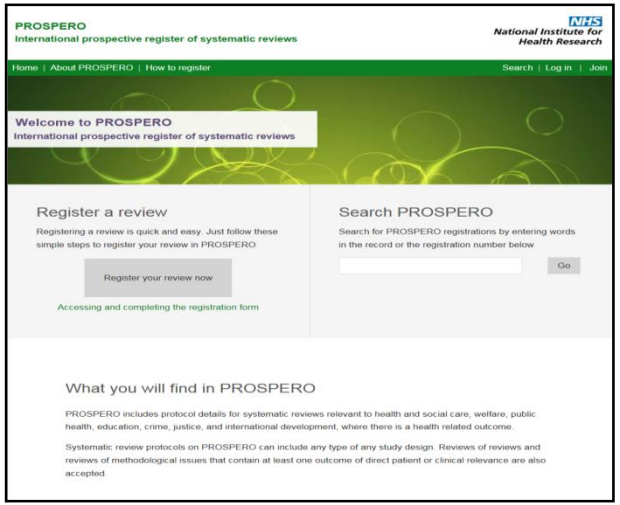
PRISMA
TRANSPARENT REPORTING OF SYSTEMATIC REVIEWS AND META-ANALYSES

PRISMA-P (Preferred Reporting Items for Systematic review and Meta-Analysis Protocols) 2015 checklist: recommended items to address in a systematic review protocol*

Section and topic	Item No	Checklist item
ADMINISTRATIVE INFORMATION		
Title:		
Identification	1a	Identify the report as a protocol of a systematic review
Update	1b	If the protocol is for an update of a previous systematic review, identify as such
Registration	2	If registered, provide the name of the registry (such as PROSPERO) and registration number
Authors:		
Contact	3a	Provide name, institutional affiliation, e-mail address of all protocol authors; provide physical mailing address of corresponding author
Contributions	3b	Describe contributions of protocol authors and identify the guarantor of the review
Amendments	4	If the protocol represents an amendment of a previously completed or published protocol, identify as such and list changes; otherwise, state plan for documenting important protocol amendments
Support:		
Sources	5a	Indicate sources of financial or other support for the review
Sponsor	5b	Provide name for the review funder and/or sponsor
Role of sponsor or funder	5c	Describe roles of funder(s), sponsor(s), and/or institution(s), if any, in developing the protocol
INTRODUCTION		
Rationale	6	Describe the rationale for the review in the context of what is already known
Objectives	7	Provide an explicit statement of the question(s) the review will address with reference to participants, interventions, comparators, and outcomes (PICO)
METHODS		
Eligibility criteria	8	Specify the study characteristics (such as PICO, study design, setting, time frame) and report characteristics (such as years considered, language, publication status) to be used as criteria for eligibility for the review
Information sources	9	Describe all intended information sources (such as electronic databases, contact with study authors, trial registers or other grey literature sources) with planned dates of coverage
Search strategy	10	Present draft of search strategy to be used for at least one electronic database, including planned limits, such that it could be repeated
Study records:		
Data management	11a	Describe the mechanism(s) that will be used to manage records and data throughout the review
Selection process	11b	State the process that will be used for selecting studies (such as two independent reviewers) through each phase of the review (that is, screening, eligibility and inclusion in meta-analysis)
Data collection process	11c	Describe planned method of extracting data from reports (such as piloting forms, done independently, in duplicate), any processes for obtaining and confirming data from investigators
Data items	12	List and define all variables for which data will be sought (such as PICO items, funding sources), any pre-planned data assumptions and simplifications
Outcomes and prioritization	13	List and define all outcomes for which data will be sought, including prioritization of main and additional outcomes, with rationale
Risk of bias in individual studies	14	Describe anticipated methods for assessing risk of bias of individual studies, including whether this will be done at the outcome or study level, or both; state how this information will be used in data synthesis
Data synthesis	15a	Describe criteria under which study data will be quantitatively synthesised
	15b	If data are appropriate for quantitative synthesis, describe planned summary measures, methods of handling data and methods of combining data from studies, including any planned exploration of consistency (such as I^2, Kendall's τ)
	15c	Describe any proposed additional analyses (such as sensitivity or subgroup analyses, meta-regression)
	15d	If quantitative synthesis is not appropriate, describe the type of summary planned
Meta-bias(es)	16	Specify any planned assessment of meta-bias(es) (such as publication bias across studies, selective reporting within studies)
Confidence in cumulative evidence	17	Describe how the strength of the body of evidence will be assessed (such as GRADE)

*** It is strongly recommended that this checklist be read in conjunction with the PRISMA-P Explanation and Elaboration (cite when available) for important clarification on the items. Amendments to a review protocol should be tracked and dated. The copyright for PRISMA-P (including checklist) is held by the PRISMA-P Group and is distributed under a Creative Commons Attribution Licence 4.0.**

Register your analysis under „Prospero“



Shamseer L, Moher D et al.; BMJ 2015

Rejection without review

The Editor-in-Chief can decide whether a manuscript should enter into the peer review process or should be immediately rejected.

Reasons for immediate rejection include:

- Not within the scope of the journal
    - alternative: transfer to CVIR Endovascular or another Springer journal
- Data has been published before
- Multiple simultaneous submission on the same topic.

Reasons to reject a manuscript

- Not adequate for the journal (should have been already ruled out by the EiC)
- Not relevant topic (not novel, not original)
- Poor structure
- Method not adequately described or unclear (inclusion/exclusion criteria, definition of outcome measurement, etc.)
- Low patient numbers, no valid conclusion
- Conclusion does not follow the results
- Poor writing
- Etc, etc, etc

Speed - How fast should you be?

- The review process takes place in Editorial Manager – CVIR's manuscript submission and review website
- CVIR gives reviewers 14 days to submit the review report
- If reviewers need more time for the report – an extension to the deadline can be considered

Why?

- To give authors an answer within an appropriate time frame.

Invitation to review

Invitation received
Reviewers have 7 days to reply, before they are automatically uninvited

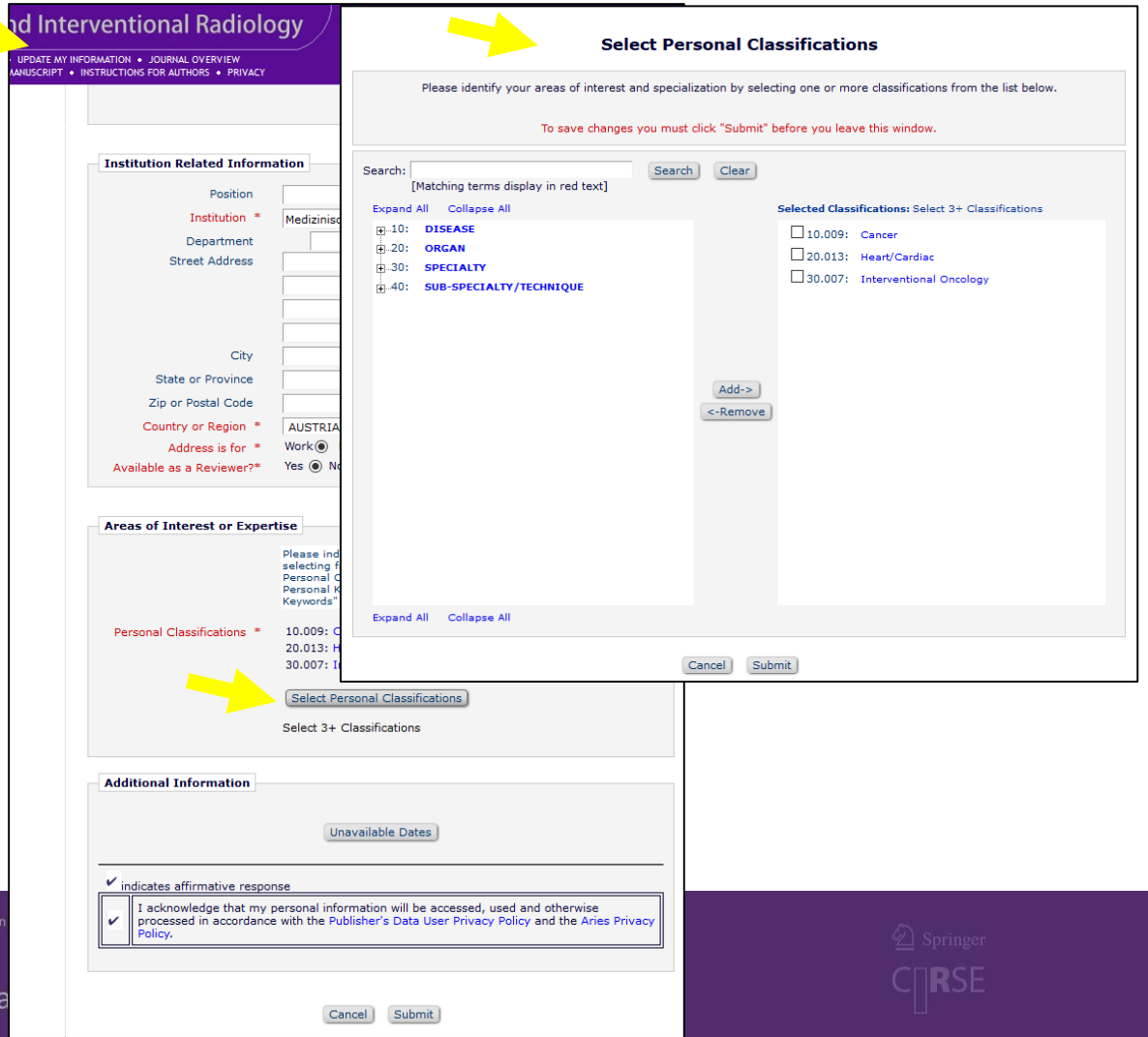
Invitation accepted
14 days to complete the review – reviewer unassigned or deadline extension granted

Invitation declined
If unable to review, reviewers should decline the invitation as early as possible. Where possible, reviewers should suggest a colleague/alternative.

Your information in Editorial Manager

You are matched with a manuscript based on the **PERSONAL CLASSIFICATIONS** in your user profile.

Make sure to choose accurate, specific classifications.



How to become a reviewer for CVIR?

Have you completed your IR training and wish to become a reviewer?

Have you published articles in peer reviewed journals?

Do you have an interest in helping develop the quality of the CVIR journal?

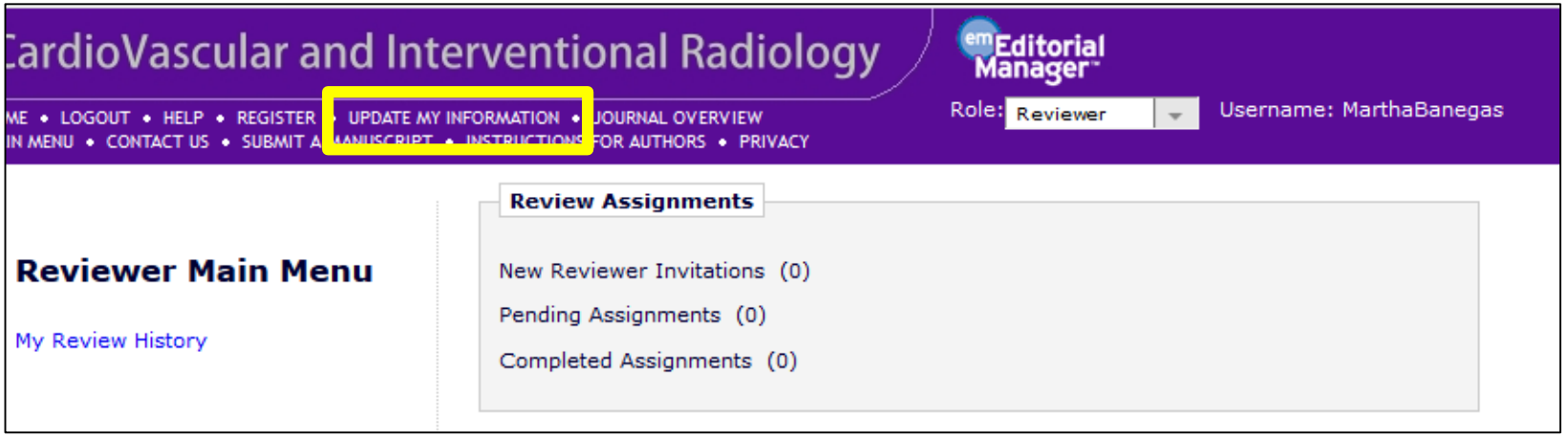
Send your CV to the CVIR Editorial Office at info@cvironline.org and state your area of expertise.

Benefits:

- A certificate for completed reports
- You can claim CME credits through your national IR society

Are you already a reviewer?

Please update your user profile information (email, affiliation, **personal classifications)** in Editorial Manager by clicking on “Update my Information.”



Thank you!