Peer Review at Optica Publishing Group
Your How-To Guide

PEER REVIEW MATTERS

Peer review:
- Helps separate objective fact from opinion
- Assesses originality, correctness, and importance
- Provides constructive feedback to authors
- Helps ensure the availability of high quality, original research
- Is part of the scholarly communication process

Peer review is beneficial to:
- Authors
- Reviewers
- Journals and publishers
- The community

BECOMING A REVIEWER

Who?
- Graduate students, post-docs, early-career researchers, senior-level researchers, technical managers…
- Anyone who conducts relevant research and publishes in the technical literature

How?
- Create an account in Prism
- Ensure your expertise keywords and contact information are up to date
- Ask your supervisor to involve you when they review a paper so that they can guide you through the process
- Make connections: publish, network, contact the editor who handles papers in your area

Before accepting an invitation to review:
- Confirm that you have appropriate expertise
- Consider any conflicts of interest
- Ensure that you have time

REVIEWING WELL

A good report is:
- Succinct but thorough
- Constructive
- Organized and specific
- Supported and actionable

PEER REVIEW CHECKLIST

DO:
- ✓ Review journal criteria
- ✓ Summarize main points
- ✓ Assess appropriateness and significance
- ✓ Assess technical quality and reproducibility
- ✓ Assess presentation
- ✓ Look out for ethical issues
- ✓ Ensure comments for authors align with your recommendation to the editor
- ✓ Proofread your review

DON'T:
- ✖ Use harsh or insulting language
- ✖ Copyedit manuscripts
- ✖ Perform a full review if manuscript is not publishable
- ✖ Share confidential details about the review
- ✖ Make a recommendation without justification
- ✖ Cause unnecessary delays

For more information, or to become a certified reviewer, visit
opg.optica.org/reviewer