

NIHR Journals Library

Information for reviewers



Journals Library

Information for reviewers

Introduction

The NIHR

The goal of the NIHR is to create a health research system in which the NHS supports outstanding individuals, working in world class facilities, conducting leading edge research focused on the needs of patients and the public.

The NHS reputation for international excellence is growing as it gains recognition for being the preferred host for collaborative and multi-centred research in the public interest, in partnership with and for industry. This will benefit patients, society, the NHS and their stakeholders.

For further information, please see www.nihr.ac.uk

The Journals Library

The National Institute for Health Research (NIHR) is the world's first health research funder to publish comprehensive accounts of its commissioned research within its own publicly and permanently available journals. The NIHR Journals Library comprises a suite of five open access peer-reviewed journals, reporting results from a range of health research areas:

- ▶ Health Technology Assessment (HTA)
- ▶ Health Services and Delivery Research (HS&DR)
- ▶ Efficacy and Mechanism Evaluation (EME)
- ▶ Public Health Research (PHR)
- ▶ Programme Grants for Applied Research (PGfAR)

For more information about the Journals Library, please see www.journalslibrary.nihr.ac.uk

NIHR Journals Library Peer Review

Like any serious journal we operate a robust peer review process for all material we publish. Our external reviewers are sourced from our extensive database of experts, author suggestions, or from peer-to-peer recommendations.

For each research report considered for publication NIHR Journals Library Editors typically chose four reviewers to provide expertise in different areas relevant to the research topic and project. Your relevant area of expertise will be highlighted within the invitation to review.

Contents

| | |
|---|----|
| Introduction | 2 |
| Timescales and Process | 3 |
| Review deadlines | 3 |
| Continuing Professional Development (CPD) | 3 |
| Competing Interests | 3 |
| Important Notes | 4 |
| Confidentiality | 4 |
| Programme Grants for Applied Research | 4 |
| Publons | 4 |
| Completing Review Tasks on MIS | 5 |
| Overview | 5 |
| Step-by-step guide | 6 |
| 1. Entering the task | 6 |
| 2. Retrieving the Final Report | 6 |
| 3. Confidentiality Agreement | 7 |
| 4. Competing interests statement | 7 |
| 5. Entering your comments | 8 |
| 6. Giving a score | 9 |
| 7. Submitting your review | 10 |

All correspondence in the first instance should go to journals.library@nihr.ac.uk

Timescales and Process

We start looking for potential reviewers two to three months before a final report is due from its authors. Potential reviewers are emailed with the details of the project and the expertise needed, and asked to confirm whether or not they are available to carry out the review. We work closely with authors and reviewers to track delivery dates and allow for workload planning.

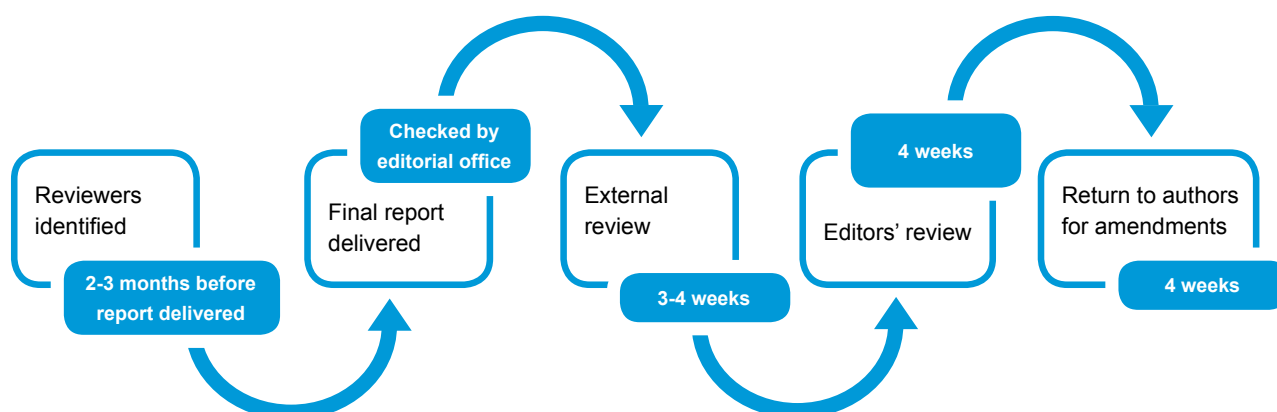
As a reviewer, you would be given three to four weeks to return your comments on the report.

Your comments would then go to the Journals Library Editors along with the other reviewers' comments for editorial review, before being passed back to the authors along with the Editors' comments.

Reviewers' comments are sent back verbatim to authors, in an anonymised, tabulated format to allow authors to respond.

The authors are given four weeks to make the required changes. Occasionally, you could be asked to re-review a report but it is very rarely necessary.

An online management information system, **NETSCC MIS**, is used to manage the review process. You will find full details on using this system to complete your review below.



Review deadlines

We normally offer reviewers three to four weeks to complete a review, and the deadline will be given in the email informing you of the task. If you don't think you'll be able to meet the deadline, please let us know at journals.library@nihr.ac.uk. We understand that it can sometimes be difficult to fit reviewing around other commitments and we can be reasonably flexible with the deadline if you contact us.

Continuing Professional Development (CPD)

Once the editorial review process has ended and the report has been accepted for publication, the anonymised reviewers' comments are shared with all reviewers for interest and for CPD. Reviewers are also notified once the report is published.

Competing Interests

The Journals Library has a system of single blind review, where authors do not know who has reviewed the final report of their research. As a reviewer, however, you would be expected to declare any competing interests that might relate to the research, the authors or the final report. We ask that you declare any potential conflict of interest that might exclude you from reviewing when replying to the review invitation, but there will be a chance to declare other competing interests as part of the review task.

Important Notes

Make sure you review the right document

You will be expected to review the final report. However, you will also have access to the project's original proposal and most recent approved protocol, if these are available. Please make sure you review the right one! If in doubt, please contact us at journals.library@nihr.ac.uk and we'll be happy to help.

Allow cookies and pop-ups

The NETSCC MIS is a web-based system, using cookies to maintain the session information, and using pop-up windows to display some files. Please make sure that your web browser accepts cookies and allows pop-ups.

Save your work

Please note that the NETSCC MIS will time out after being inactive for sixty minutes. Any work that has not been saved when the system times out will be lost. If you will be away from your computer for a period of time, please ensure you have clicked the Save or Save and Close button at the bottom of the screen you are working on.

Confidentiality

All final reports should remain confidential until they are published, so please do not share the document with anybody else, nor cite or quote from it. Similarly, please do not share your review of the report.

What happens to your comments?

Once all reviewers have submitted their comments, these will be sent to the Editors to assist and inform their own review of the report. Your comments will then be anonymised before being sent to the report's authors, who will be asked to respond to the comments and make any required revisions to their report.

Please remember that our intention is for all comments entered on your review (except for those entered in the box for NETSCC and Editors only) to be made available to the report's authors verbatim. Although these comments will be anonymised, please be constructive and respectful.

Programme Grants for Applied Research

PGfAR reports are structured slightly differently to those of the other programmes, with a original synopsis supported by a series of appendices linking to detailed information in published outputs. You may find it useful to see the guidance to authors of PGfAR reports at <https://www.journalslibrary.nihr.ac.uk/information-for-authors/programme-grants-for-applied-research/>.

Publons

The five journals published by the NIHR Journals Library are listed on Publons (www.publons.com), a platform that aims to increase recognition of the contribution made by expert reviewers. If you have a Publons record then please feel free to log any reviews you complete for us. Please note that in support of our single blind review policy the site will not list reviews against specific reports, but instead by journal.

Contact us: If you have any questions please contact us by email at journals.library@nihr.ac.uk, or by telephone on 023 8059 7647.

Completing Review Tasks on MIS

Overview

Once you have opened the review task you will see the screen below:

Evaluation, Trials and Studies Coordinating Centre

NHS National Institute for Health Research

1 Complete Reviewer Comments

2 Main

3 Instructions

Before you start the review you must confirm (on the Confidentiality Agreement page) that you will not disclose the content of the report to any other person (including work colleagues) or use the information in it for any purpose other than providing a review of it to NETSCC. Similarly you must not cite from it.

Sections of this form (where clearly identified as such) are not shown to the Author unless a Freedom of Information Act request is made, other sections will be fed back to the Author verbatim. The questions in each section are clearly identified. Further information about the review process and the way the information you provide to us is managed can be found [here](#).

You are not being asked to review the Proposal, Protocol or Commissioning Brief but, for background information, you can view any of these documents by clicking on the appropriate link in the Summary section.

To view the report you are reviewing click [View PDF by the document in the Task section](#).

Please work through the screens using the left menu starting with 1 Confidentiality Agreement, ensuring you save each screen using the SAVE and CONTINUE or CONTINUE button at the bottom of the screen to move to the next page.

For more guidance on how to complete this review task click [here](#).

4 Summary

Programme: NIHR Health Services and Delivery Research

NETSCC ID: [Redacted]

Chief Investigator: [Redacted]

Research Type: Primary Research

Project Title: [Redacted]

Estimated Publication Date: 26 Aug 2018

Primary Contact (Staff): [Redacted]

Project Sensitivity: Low

Call: [Redacted]

Project Status: In Editorial

Contracting Organisation: [Redacted]

Project Period (duration): 01 May 2014 to 31 Aug 2017 (36 Months)

Research Costs: [Redacted]

Proposal: [Redacted]

Protocol: [Redacted]

Commissioning Brief: [Redacted]

Revised Application: NIHR HS&DR [Redacted] full application - [Redacted] - study protocol for NIHR HSDR website - version 3.0.pdf

Not Applicable

5 Task

| Task | Outcome | Due Date | Options |
|---------------------------|-----------|-------------|-------------------|
| Submit Draft Final Report | Submitted | 30 Sep 2017 | 6 View PDF |

- 1 Task title**
- 2 Menu:** this allows you to move between the different sections of the review
- 3 Instructions**
- 4 Information about the project:** this gives you some key information, including the title of the project and the name of the Chief Investigator (here redacted to maintain confidentiality)
- 5 Proposal and Protocol:** you will be able to read the Proposal and Protocol here, if the documents are available. Please note, these are not the documents you have been asked to review in this task.
- 6 Final report:** click on View PDF to download a copy of the draft final report. This is the document you have been asked to review.

Completing Review Tasks on MIS

Step-by-step guide

1. Entering the task

When you log into MIS you will be presented with a Home screen that lists all your open tasks. Look for the task entitled Complete Reviewer Comments, and note the Due Date on the right-hand side. If you have more than one of these tasks, check the NETSCC ID to find the correct one. Click on **Complete Reviewer Comments** to enter the task.

Evaluation, Trials and Studies
Coordinating Centre

NHS
National Institute for
Health Research

Home
My Tasks - [redacted]

Welcome to your NETSCC MIS home page. An extensive help system is available from many pages in the Instructions section.

My Tasks | My Projects | Profile | Apply For Funding | Research Suggestions

Apply for Funding | View All My Tasks

My Tasks

| System Reference Number | NETSCC ID | Chief Investigator | Task | Programme | Call | Status | Due Date |
|-------------------------|------------|--------------------|-----------------------------------|--|------------|------------|-------------|
| [redacted] | [redacted] | [redacted] | Complete Reviewer Comments | NIHR Health Services and Delivery Research | [redacted] | Incomplete | 01 Dec 2017 |

View PDF

For technical assistance, contact details can be found [here](#).
[Terms of Use](#) | Powered by Easygrants® v7.0 (Stage)

2. Retrieving the Final Report

On this next screen, you will find a section headed Task with an entry beginning Submit Draft Final Report. Click on **View PDF** on the right-hand side of this row to obtain the Final Report.

Summary

| | | | |
|----------------------------|--|---------------------------|---|
| Programme | NIHR Health Services and Delivery Research | Call | [redacted] |
| NETSCC ID | [redacted] | Project Status | In Editorial |
| Chief Investigator | [redacted] | Contracting Organisation | [redacted] |
| Research Type | Primary Research | Project Period (duration) | 01 May 2014 to 31 Aug 2017 (36 Months) |
| Project Title | [redacted] | Research Costs | [redacted] |
| Estimated Publication Date | 26 Aug 2018 | Proposal Protocol | Revised Application |
| Primary Contact (Staff) | [redacted] | Commissioning Brief | NIHR HS&DR [redacted] full application - [redacted] - study protocol for NIHR HSDR website - version 3.0.pdf |
| Project Sensitivity | Low | | Not Applicable |

Task

| Task | Outcome | Due Date | Options |
|---------------------------|-----------|-------------|-----------------|
| Submit Draft Final Report | Submitted | 30 Sep 2017 | View PDF |

For technical assistance, contact details can be found [here](#).
[Terms of Use](#) | Powered by Easygrants® v7.0 (Stage)

Completing Review Tasks on MIS

3. Confidentiality Agreement

It is a requirement of completing the review that you read, agree and abide to the confidentiality statement. In the Confidentiality Agreement section, tick the checkbox and click either Save, or Save and Continue.

The screenshot shows a web interface for completing reviewer comments. On the left is a sidebar menu with links: Home, Main, 1 Confidentiality Agreement (highlighted in orange), 2 Competing Interest, 3 Reviewer Comments, 4 Score, 5 Review & Submit, FAQ, Log Out, and Return to Staff Module. The main content area has an orange header bar with the text 'Complete Reviewer Comments' and '1 Confidentiality Agreement - [redacted]'. Below this is an 'Instructions' section, followed by an 'Agreement to the Terms and Conditions' section. In this section, there is a checkbox with a checkmark inside, followed by the text: 'I confirm that while acting as a reviewer for this final report I will not disclose the content of it to any other person (including work colleagues) or use the information for any purpose other than providing a review of it to NETSCC.' Below the text are two buttons: 'Save' and 'Save and Continue'. At the bottom of the main content area, there is an orange footer bar with the text: 'For technical assistance, contact details can be found [here](#). Terms of Use | Powered by Easygrants® v7.0 (Stage)'.

4. Competing interests statement

In the **Competing Interest** section, please enter any competing interests you feel you may have. If you are concerned that these competing interests may make you unsuitable to review the report, please contact us immediately at journals.library@nihr.ac.uk.

Completing Review Tasks on MIS

5. Entering your comments

For quality assurance purposes we ask that all reviews follow a standard format, with comments entered against a series of questions that you will find in the **Reviewer Comments** section. Please click the **Add** button at the right-hand side of each row.

Home

Main

1 Confidentiality Agreement

2 Competing Interest

3 Reviewer Comments

4 Score

5 Review & Submit

FAQ

Log Out

Return to Staff Module

Complete Reviewer Comments

3 Reviewer Comments

Instructions

Your answers to these questions will be anonymised and passed to the Author to consider, and respond to. However your completed responses will not be published outside the NIHR programme unless a specific Freedom of Information request is made. In this instance, the reviewer comments will be anonymised. Submitting this task indicates acceptance of this principle.

Clicking **Add** by a question takes you into a text entry screen in which you can provide your answer. Please note that comments entered against these questions will be seen by the Author though not attributable.

Once you have entered and saved text for a question, the **Add** button becomes an **Edit** button which you should use to amend any answers you have previously saved.

Project Information

ProgrammeNIHR Health Services and Delivery Research

Funding Opportunity

Call

Text Area

| Text Area Name | Description | Required Text | Options |
|------------------------------------|---|---------------|------------|
| Fulfillment of declared intentions | Are there any important ways in which the work has not fulfilled the declared intentions of the authors (compared to their protocol)? | Yes | Add |
| Abstract | Please comment on the relevance, accuracy and appropriateness of the abstract | Yes | Add |
| Plain English summary | Please comment on the scientific accuracy of the plain English | Yes | Add |

Completing Review Tasks on MIS

On the next page you will be presented with a box where you can enter your comments and enter your comments in the box on the subsequent page. Please note that the box can be resized if required by clicking and dragging the bottom right-hand corner of the box.

Complete Reviewer Comments
Text Area Editor - [redacted]

Instructions

Are there any important ways in which the work has not fulfilled the declared intentions of the authors (compared to their protocol)?

Project Information

Programme NIHR Health Services and Delivery Research
Funding Opportunity [redacted]
Call [redacted]

Text Area

Fulfillment of declared intentions *

Limit: 10000 characters Remaining: 10000

Save Save and Close Close

Once you have entered your comment please click **Save and Close** to return to the list of questions, and continue to the next question. You will need to enter a comment against **all questions** before you can finish the task.

6. Giving a score

Once you have entered your comments, you are asked to score the report and enter any final comments. In the **Score** section, there are two boxes available for comments; the first should be used for any comments for NETSCC and the Editors (which will not be made available to the authors), while the second will allow you to make any final comments to the authors. These boxes are optional.

Next, please give a score for the report three areas - how accessible the report is, how close the work appears to be to the original proposal, and the scientific quality of the work. You should score the report between 1-6 as indicated (where 1 = 'Unacceptable', 3 = 'Average', 6 = 'Outstanding').

Completing Review Tasks on MIS

7. Submitting your review

Once you have completed all sections of the review you will be able to finish your review by submitting the task. On the **Review & Submit** page you will see a section headed **Validation Status**, which will show you whether or not the report is ready to submit. If there is a red cross in any section, it means there is some information missing from your review, which you will need to enter before you can proceed.

Complete Reviewer Comments

5 Review & Submit - [REDACTED]

Instructions

You have not completed all mandatory items of the form which means you cannot submit this task yet. Please review the validation status of each item below to determine the outstanding requirements and correct accordingly.

Incomplete items are marked with a red X

Completed items are marked with a green tick.

Once all requirements are validated (the checklist should not have a red X against any item), the Submit button will be displayed and you can submit the task.

Project Information

Programme

Funding Opportunity

eCall

NIHR Health Services and Delivery Research

[REDACTED]

[REDACTED]

View Full Submission

View PDF

Submission

Validation Status

| Page Name | Status |
|---|--------------|
| 1 Confidentiality Agreement | X Incomplete |
| Please tick the box to confirm the acknowledgement. | X |
| 3 Reviewer Comments | X Incomplete |
| Fulfillment of declared intentions is required. | X |
| Abstract is required. | |
| Overall validity is required. | |
| Areas of interest is required. | |
| Conclusions is required. | |
| Limitations is required. | |
| Presentation is required. | |
| Research Recommendations is required. | |
| Reporting guidance is required. | |
| Plain English summary is required. | |
| Research/Publication Conduct is required. | |
| Tables, Figures Appendices is required. | |

Completing Review Tasks on MIS

If all sections have been completed there will be no red crosses, and there will be a **Submit** button in the section headed **Submission**.

The screenshot shows the MIS interface with a sidebar on the left containing links: **FAQ**, **Log Out**, and **Return to Staff Module**. The main content area has several sections: **Project Information** (orange header), **View Full Submission** (orange header), **View PDF** (orange button), **Submission** (orange header), and **Validation Status** (orange header). In the **Submission** section, the **Submit** button is circled in red. In the **Validation Status** section, there is a table with two rows, both of which are circled in red.

| Page Name | Status |
|-----------------------------|------------|
| 1 Confidentiality Agreement | ✓ Complete |
| 3 Reviewer Comments | ✓ Complete |

Click this, and you'll see a pop-up message asking if you're sure you would like to submit this task. If you're ready, click OK and you'll be taken back to your Home screen. You will notice that the **Complete Reviewer Comments** task no longer appears in your task list. Your review has been submitted.

The NIHR Journals Library is published by the NIHR Evaluation, Trials and Studies Coordinating Centre at the University of Southampton.

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