

Crohn's & Colitis Foundation Scientific Journal Reviewer Resource Guide

The Crohn's & Colitis Foundation relies on members of the scientific research community to assess the validity of manuscripts under consideration with our two journals – *Inflammatory Bowel Diseases* and *Crohn's & Colitis 360* – through peer review. [Peer review](#) is designed to assess the validity, quality and often the originality of manuscripts for publication. Its ultimate purpose is to maintain the integrity of science by filtering out invalid or poor quality articles.

The Foundation works to establish and sustain integrity in research publication, including effective peer review and ethical considerations. A vital part of this is ensuring that reviewers and potential reviewers have the best resources and skills to carry out their critiques adequately. The peer review process varies from journal to journal, while this guide provides resources to support researchers and clinicians in becoming more effective and efficient scientific peer reviewers.

Resources for Peer Review

Useful Organizations:

- 1. Committee on Publication Ethics (COPE):** <https://publicationethics.org/>
 - a. COPE is a forum for editors of peer-reviewed journals to discuss issues related to the integrity of the scientific record. It supports and encourages editors to report, catalogue and instigate investigations into ethical problems in the publication process. COPE is the recognized global body for establishing journal ethics guidelines and Oxford University Press (OUP; the publisher for both Foundation journals) is a member.
 - b. Recommended resources from COPE:
 - i. [Ethical guidelines for peer reviewers](#)
 - ii. [A short guide to ethical editing for new editors](#)
 - iii. [How to handle authorship disputes: a guide for new researchers](#)
- 2. International Committee of Medical Journal Editors (ICMJE):** <https://www.icmje.org/>
 - a. ICMJE consists of a group of editors from medical journals who meet annually to discuss the '[Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication](#)'. These guidelines have been extended to cover more than just manuscript preparation, and now include ethical considerations and many editorial issues. All reviewers, editors and authors will benefit from reviewing this very valuable and useful resource.
 - b. Recommended resources from ICMJE:
 - i. [Responsibilities in the Submission and Peer-Review Process](#)
- 3. Council of Science Editors (CSE):**
 - a. CSE is an international membership organization for editorial professionals publishing in the sciences. CSE's purpose is to serve over 800 members in the scientific, scientific publishing, and information science communities by fostering networking, education,

discussion, and exchange. CSE's aim is to be an authoritative resource on current and emerging issues in the communication of scientific information.

- b. Recommended resources from CSE:
 - i. [Reviewer Roles and Responsibilities](#)

Publishing Groups:

1. [OUP's Peer Review Guidance](#)
2. [PLOS Peer Review Center](#)
 - a. Recommended resources from PLOS:
 - i. [10 Tips for Getting Started as a Peer Reviewer](#)
 - ii. [You've Been Invited to Review. Now What?](#)
 - iii. [How to Read a Manuscript as a Peer Reviewer](#)
 - iv. [How to Write a Peer Review](#)
3. [SAGE Publishing How to Conduct a Peer Review Video](#)
4. [Wiley How to Perform a Peer Review](#) and [Wiley Reviewer Resources](#)

How to become a Foundation Journal Reviewer:

1. Begin by logging into **Editorial Manager (EM)**, our submission system. If you are interested in becoming a reviewer for *Inflammatory Bowel Diseases*, see [here](#). If you are interested in becoming a reviewer for *Crohn's & Colitis 360*, see [here](#).
 - a. Note: If this is your first time visiting these sites, you will need to register a new account.
2. Once logged in, click on your name in the top right corner of the screen and select 'Update my information' to ensure all of the following information is included and up to date:
 - a. Email address
 - b. Title or Preferred Greeting
 - c. Full Name
 - d. Institutional Affiliation with a complete address
 - e. Classifications. You may include up to five classification keywords indicating your area(s) of expertise or interest. This is extremely important as we use these classifications to appropriately pair manuscripts with peer reviewers.
3. Email the *Crohn's & Colitis 360*'s Managing Editor (cc360.editorialoffice@jeditorial.com) and/or *Inflammatory Bowel Diseases*'s Managing Editor (ibd.editorialoffice@jeditorial.com) to express your interest, and to confirm completion of the above.

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4. Add the editorial office inbox and the domain name @editorialmanager.com to your email's trusted senders. This will ensure that you are receiving system emails and notifications of new invitations.
5. Please refer to this [user guide to Editorial Manager](#) for key tasks for reviewers in EM.