



## How to Respond to Reviewers Comments

April 30th 2019

A talk entitled “How to respond to reviewers comments” was presented by Professor Duncan R. Smith at the Institute of Molecular Biosciences on the 30th April 2019.

After a manuscript has been reviewed, the authors will have to respond to the comment raised by reviewers. Preparing a clear and well structured response document is an important part of the process of bringing a manuscript to publication. It was pointed out that while reviewers make recommendations about the manuscript, it is the Editor who decides the fate of a manuscript, and thus showing the Editor that all of the reviewers comments have been fully addressed can often mean that the Editor will make an immediate decision on the manuscript, and not return it to the reviewers for further evaluation. Reviewers comments can often be taken badly so it was advised that authors take a few days after initial reading of the comments to regain composure. Comments should be divided into those requiring further experiments, and those requiring only text changes, with those requiring further experiments be undertaken first. Resubmission will require the provision of a document know as the “Response to reviewers comments” file. This should be well laid out, and it should be easy to see the difference between the reviewers comment and the response, and the use of an alternate font colour can often help. All of the comments raised by the reviewers should be responded to. Where the reviewer has missed something or not understood something, accept the blame for not making it clearer. As far as possible do exactly what the reviewer has suggested, but where this is not possible -give the reviewer **something** (such as discussion of the point in the revised manuscript). Make all alterations made to the manuscript clear and easy for the Editor (or reviewer) to find and see. The changes can be highlighted in the revised manuscript text. You can disagree with a reviewer, but make sure you are correct in your disagreement. Do not disagree with all points. If your revision takes longer than you expected, do not be afraid to ask the Editor for more time.

Prepared by Prof Duncan R. Smith