

Peer Review Instructions:

As part of the FPIN community, all faculty are invited to peer review manuscripts from other member programs. ***Once the invitation is accepted from the EMS (Editorial Management System), peer reviewers will have two weeks to complete the review. If you accepted your invitation to peer review and are unable to fulfill your commitment, please call 573-256-2066 so that a new peer reviewer can be identified.***

The peer reviewer has one goal: [help the author improve the manuscript. The peer reviewer should...](#)

- Suggest how to make the manuscript clearer, concise and relevant.
- Identify possible areas of confusion for the reader and make specific suggestions.
- Verify that at least one reference is accurately interpreted.
- Identify any format problems, in ***a supportive manner***.
- Be generous with your words to enhance your own clarity.
- Sprinkle PRAISE along with recommendations for change.

Peer reviews will be completed via the EMS. Peer reviewers will make **ALL** comments via the peer review form in the EMS. For instructions on how to complete a peer review, please view the [EMS Help Page](#) and download the EMS Peer Review Instructions.

Please do not contact the authors for explanation or to discuss your review of the manuscript. Our process asks the Local Editor at each organization to share and interpret the reviewer's comments in a one-on-one meeting with the author(s). If you have questions, please feel free to contact the HDA Project Manager for help.

We appreciate the time and effort it takes to improve the quality of our HelpDesk Answers by conducting the peer review. The *EBP* Editorial Team depends on our peer reviewers to conduct a thorough review. Your comments will help ensure:

- The article is well written
- The article presents information clearly
- The most relevant studies have been included
- The results of the studies are correctly interpreted and applied
- The article reaches appropriate conclusions

Finally, Please Remember: Peer reviewing is a learned skill. It may feel awkward the first two or three times, but we promise that it gets better with practice.

The HDA Editorial Team