

**EASE**

# Assessing a manuscript in house before sending for peer review

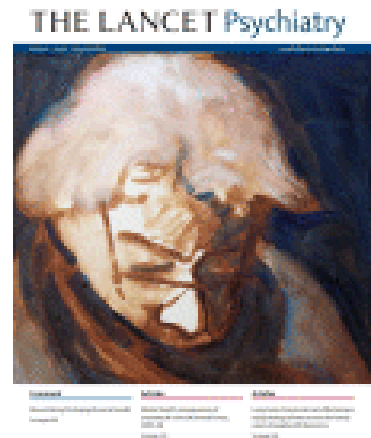
Joan Marsh

President

European Association of Science Editors

Deputy Editor, The Lancet Psychiatry

[joan.marsh@lancet.com](mailto:joan.marsh@lancet.com)



**EASE**

Assessing a manuscript  
in house before sending  
for peer review

Who does it?



The logo for EASE (European Science Editing) is located in the top-left corner. It consists of a blue diagonal bar with the word "EASE" written in red, bold, uppercase letters, slanted to follow the bar's angle.

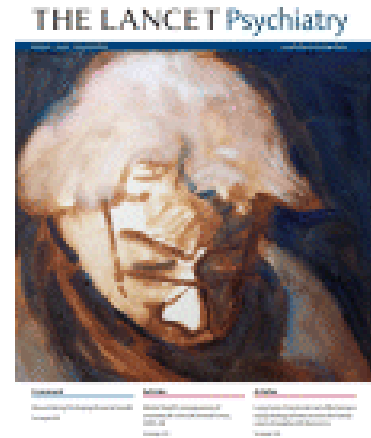
**EASE**

Assessing a manuscript  
in house before sending  
for peer review

*European Science Editing*

Chief Editor

Assessing a manuscript  
in house before sending  
for peer review



*The Lancet Psychiatry*

Editor

Deputy Editor

Senior Editor

Assessing a manuscript  
in house before sending  
for peer review



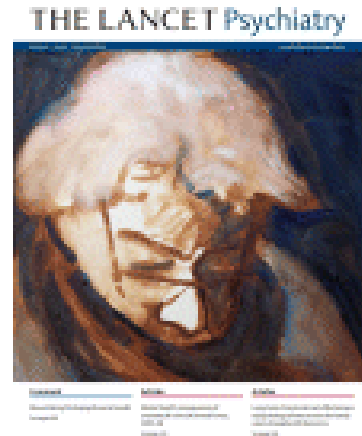
*The Lancet Psychiatry*

Editor looks at every paper:  
Reject or Assign to  
Deputy/Senior Editor

Assessing a manuscript  
in house before sending  
for peer review

*The Lancet Psychiatry*

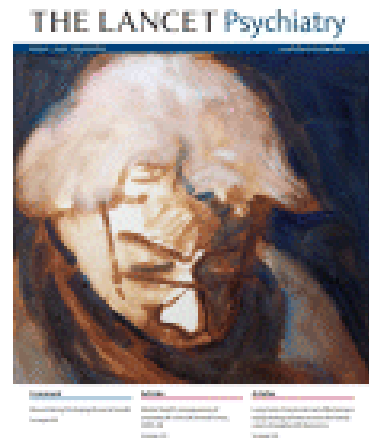
Deputy/Senior Editor  
Assesses manuscript then  
invites peer reviewers or  
discusses whether to reject



**EASE**

Assessing a manuscript  
in house before sending  
for peer review

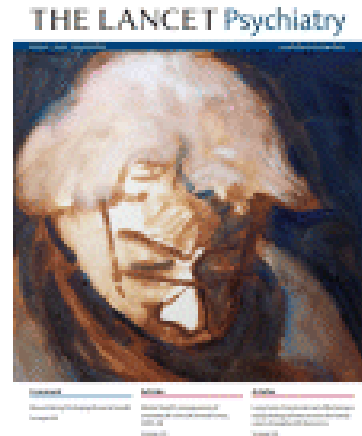
Who does it at your  
journal?



**EASE**

Assessing a manuscript  
in house before sending  
for peer review

How many people are  
required to make the final  
decision at your journal?





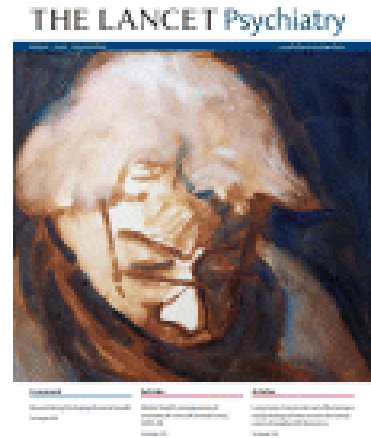
EASE

Assessing a manuscript  
in house before sending  
for peer review

What is the purpose?

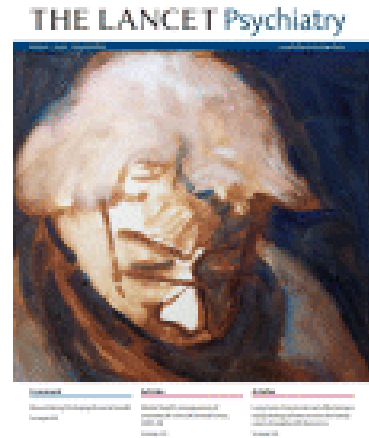
Why not send every paper  
for peer review?

How decide what to send  
for peer review?



**EASE**

# What is the purpose?

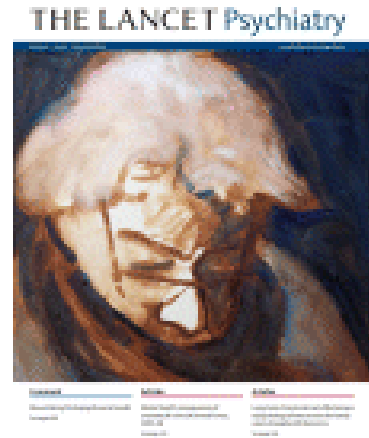


To ensure the manuscript is suitable for the journal

To make best use of peer reviewers

EASE

# What is the purpose?

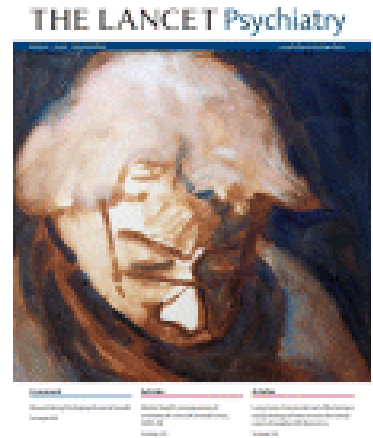


To ensure the manuscript is suitable for the journal

To make best use of peer reviewers

**EASE**

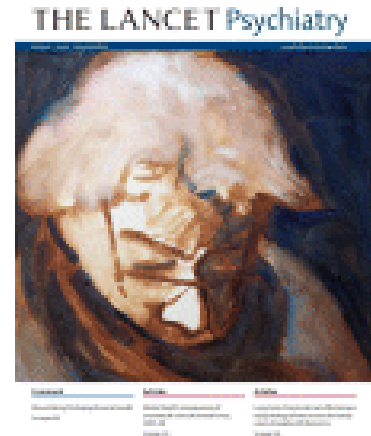
To ensure the manuscript is suitable for the journal



How?

**EASE**

To ensure the manuscript is  
suitable for the journal

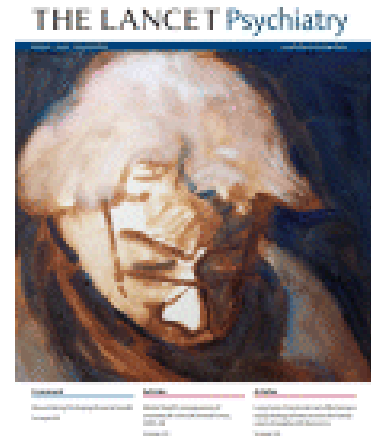


Process for an individual manuscript

Process for general operation of the journal

**EASE**

To ensure the manuscript is  
suitable for the journal

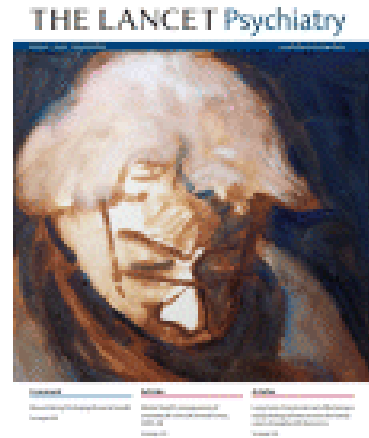


Process for an individual manuscript

Process for general operation of the journal

**EASE**

# Suitability for the Journal (1)



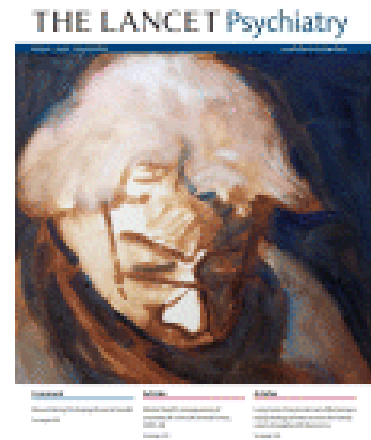
Aims and Scope

Are these clearly defined for your journal?

Are they easy to find and to read?

**EASE**

# Aims and Scope

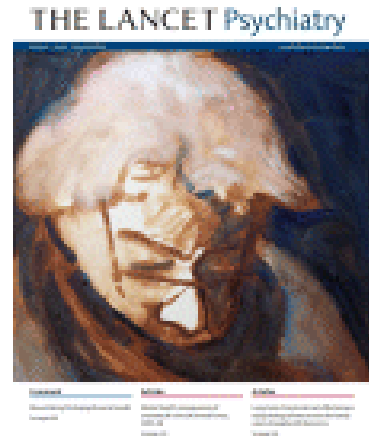


What do these cover?



EASE

# Aims and Scope



Subject matter

Specialist or generalist

Level of specialty

International or regional

Research or educational

## Aims and Scope

### *European Science Editing*

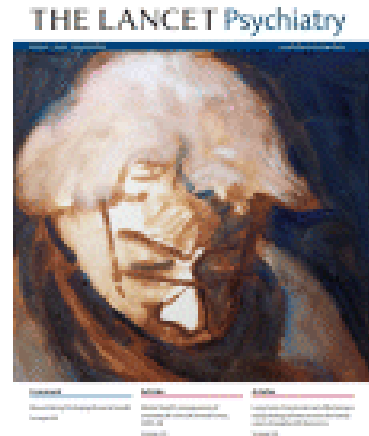
*European Science Editing* publishes articles covering all aspects of scientific editing and publishing. It includes research articles, meeting reports, essays and viewpoints, book and website reviews, as well as highlighting events, resources and publications of interest to members. An informative and entertaining read, it helps editors keep up to date with major issues that are relevant to them.

# Aims and Scope European Science Editing

*European Science Editing* publishes articles covering all aspects of scientific editing and publishing. It includes research articles, meeting reports, essays and viewpoints, book and website reviews, as well as highlighting events, resources and publications of interest to members. An informative and entertaining read, it helps editors keep up to date with major issues that are relevant to them.

# Aims and Scope

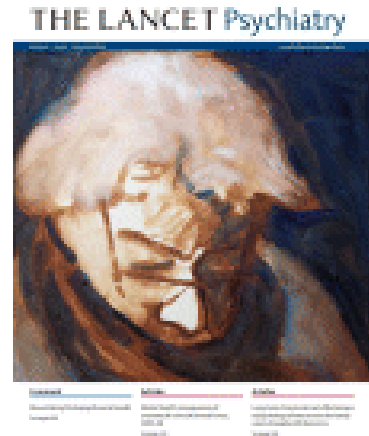
## *The Lancet Psychiatry*



We publish original research, reviews, and personal views, as well as timely news and comment about all aspects of psychiatry. Topics considered by the journal include psychopharmacology, psychotherapy and psychosocial approaches to all psychiatric disorders, across the life course. The journal will cover innovative treatments and the biological research underpinning such developments, novel methods of service delivery, and new ways of thinking about mental illness promoted by social psychiatry. The journal will also advocate strongly for the rights of people with mental health disorders, and welcome the voices of service users.

# Aims and Scope

## The Lancet Psychiatry



We publish **original research, reviews, and personal views**, as well as timely **news and comment** about **all aspects of psychiatry**. Topics considered by the journal include **psychopharmacology, psychotherapy and psychosocial approaches to all psychiatric disorders, across the life course**. The journal will cover **innovative treatments and the biological research underpinning such developments, novel methods of service delivery, and new ways of thinking about mental illness promoted by social psychiatry**. The journal will also **advocate strongly for the rights of people with mental health disorders, and welcome the voices of service users**.

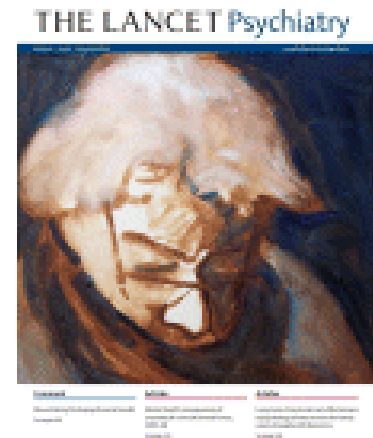


# Aims and Scope

Anyone volunteering the Aims and Scope  
of their journal?

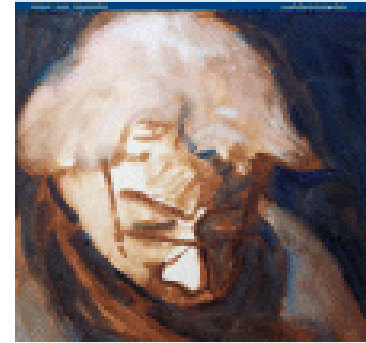
**EASE**

To ensure the manuscript is suitable for the journal



Process for an individual manuscript

Process for general operation of the journal



# Information for Authors

## The Lancet Psychiatry

Manuscripts must be solely the work of the author(s) stated, must not have been previously published elsewhere, and must not be under consideration by another journal. The Lancet journals are signatories of the [Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#), issued by the International Committee of Medical Journal Editors (ICMJE Recommendations), and to the Committee on Publication Ethics (COPE) code of conduct for editors. We follow [COPE's guidelines](#).



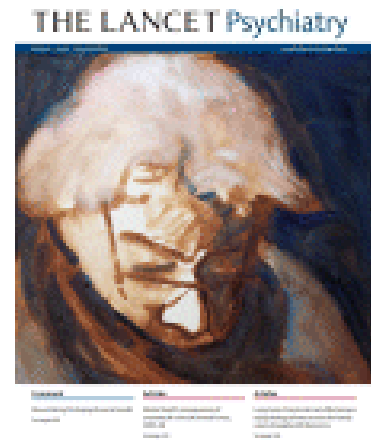


# Aims and Scope

## The Lancet Psychiatry

Manuscripts must be solely the work of the author(s) stated, must not have been previously published elsewhere, and must not be under consideration by another journal. The Lancet journals are signatories of the [Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#), issued by the International Committee of Medical Journal Editors (ICMJE Recommendations), and to the Committee on Publication Ethics (COPE) code of conduct for editors. We follow [COPE's guidelines](#).

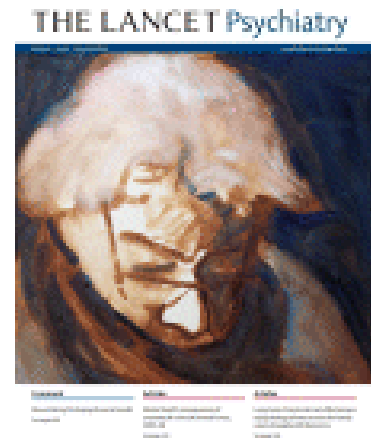
# Aims and Scope The Lancet Psychiatry



Manuscripts must be solely the work of the author(s) stated

How is this checked?

# Aims and Scope The Lancet Psychiatry



Manuscripts must be solely the work of the author(s) stated

Can't be sure that no people who should have been authors are missing

Asking for Role of each contributor can help –quick check to see that covers planning and designing study, collecting data, analysis of results including statistical analysis, interpretation of the data, writing the paper



# Aims and Scope

## The Lancet Psychiatry

**Manuscripts** must be solely the work of the author(s) stated, **must not have been previously published elsewhere**, and must not be under consideration by another journal. The Lancet journals are signatories of the [Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#), issued by the International Committee of Medical Journal Editors (ICMJE Recommendations), and to the Committee on Publication Ethics (COPE) code of conduct for editors. We follow [COPE's guidelines](#).

**EASE**

# Checking originality



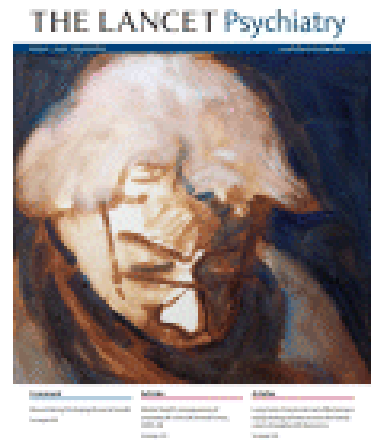
For original research?

For reviews and other non-research material?

**EASE**

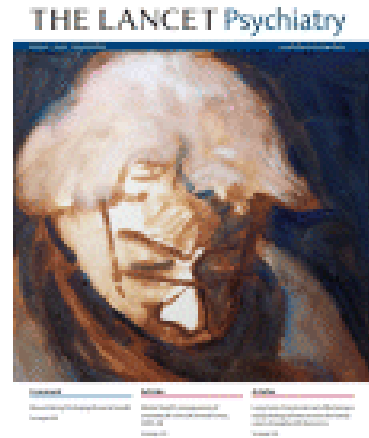
# Checking originality

How do you do this?



EASE

# Checking originality



Ithenticate

<http://www.ithenticate.com/>

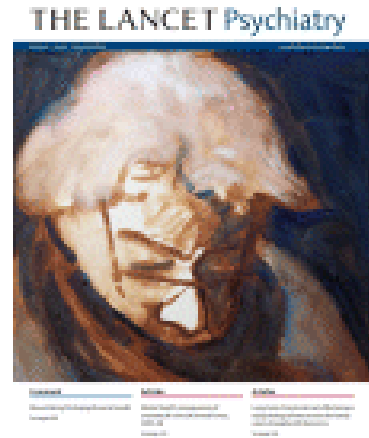
Google or Google Scholar

Other systems?

Papers in languages other than English?

EASE

# Checking originality



Biography excluded

Quotes included/excluded

Methods

Affiliations, conflict of interest statements, etc



# Checking originality



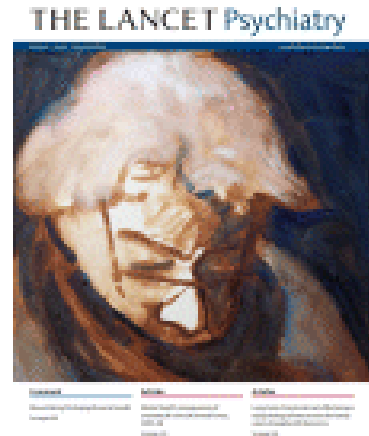
UK Health Research Authority

Any project should build on a review of current knowledge.

Replication to check the validity of previous research is justified, but unnecessary duplication is unethical.

EASE

# Checking originality of research

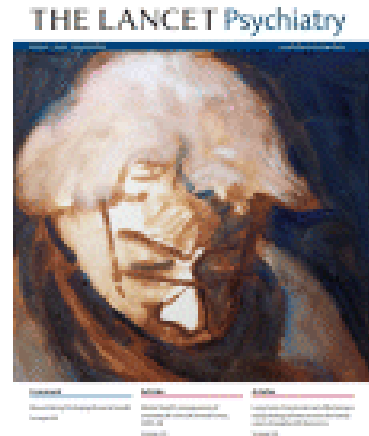


Research articles should reference an existing systematic review and include references to any relevant literature published subsequent to that systematic review

Where no such systematic review exists, authors should review the relevant evidence (using a methodology that systematically identifies, critically appraises and then synthesises the available evidence)

EASE

# Checking originality of research



Articles should include a description of the Literature Search Strategy

Which databases were searched

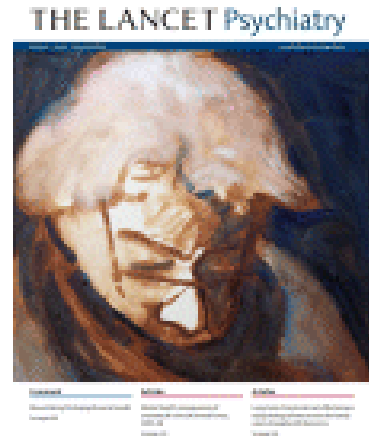
The date restrictions and date on which the search was performed

Search terms used

Language restrictions

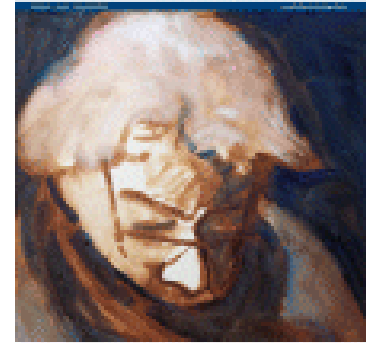
EASE

## Setting research in context



More than half of the reports of clinical trials do not set their results in the context of the totality of evidence (Glasziou et al. Reducing waste from incomplete or unusable reports of biomedical research. *Lancet* 2014)

Now, all research papers submitted to any Lancet journal must include a 'Research in context' panel. The editors "hope that increasing the prominence of putting research into context in the submission and publication stages will help researchers, institutions and funders make decisions earlier in the process on which research questions to address and fund."

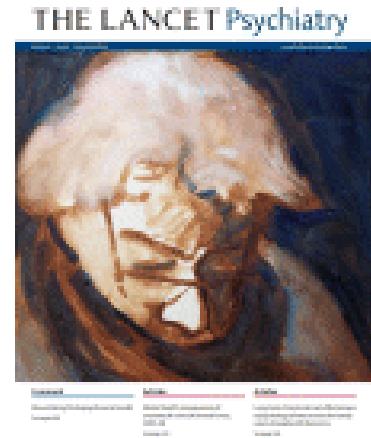


# Aims and Scope

## The Lancet Psychiatry

**Manuscripts** must be solely the work of the author(s) stated, must not have been previously published elsewhere, and **must not be under consideration by another journal**. The Lancet journals are signatories of the [Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#), issued by the International Committee of Medical Journal Editors (ICMJE Recommendations), and to the Committee on Publication Ethics (COPE) code of conduct for editors. We follow [COPE's guidelines](#).

# Aims and Scope The Lancet Psychiatry



Authors declare in submission letter  
that is not under consideration at another journal

**EASE**

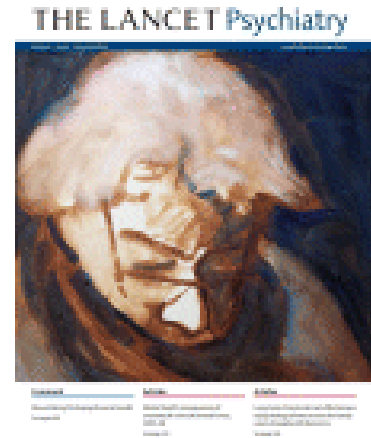
# Suitability for the Journal (2)



Type of article

EASE

## Type of article



Original research

Review

Short report or Brief communication

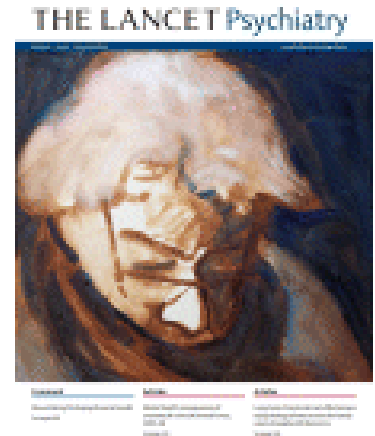
Essay/viewpoint/opinion piece

Correspondence



**EASE**

## Suitability for the Journal (3)

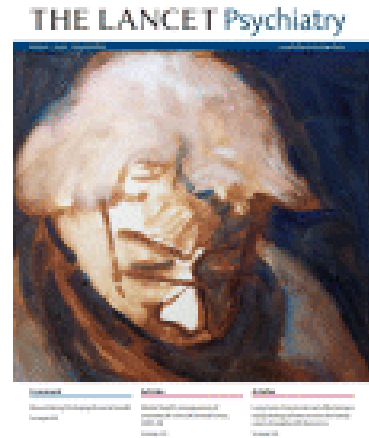


Length and format

If very different, ask authors to revise before sending for peer review

**EASE**

## Compatibility with guidelines



CONSORT RANDOMIZED CLINICAL TRIALS

STROBE OBSERVATIONAL STUDIES IN EPIDEMIOLOGY

PRISMA SYSTEMATIC REVIEWS AND META-ANALYSES

STARD DIAGNOSTIC ACCURACY

COREQ QUALITATIVE RESEARCH: INTERVIEWS AND FOCUS GROUPS

ENTREQ SYNTHESIS OF QUALITATIVE RESEARCH

SQUIRE QUALITY IMPROVEMENT IN HEALTHCARE

CARE CLINICAL CASES

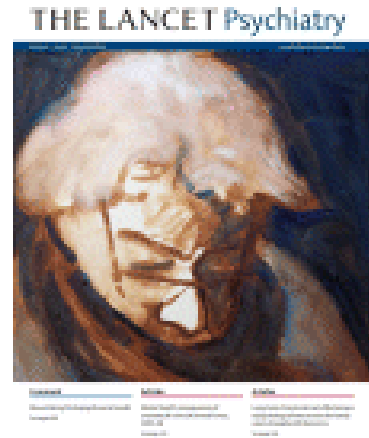
SAMPL BASIC STATISTICAL REPORTING

SPIRIT STANDARD PROTOCOL ITEMS FOR CLINICAL TRIALS

[www.equator-network.org](http://www.equator-network.org)

**EASE**

## Compatibility with guidelines



Are there relevant guidelines in your fields?

Are there relevant guidelines in languages other than English?

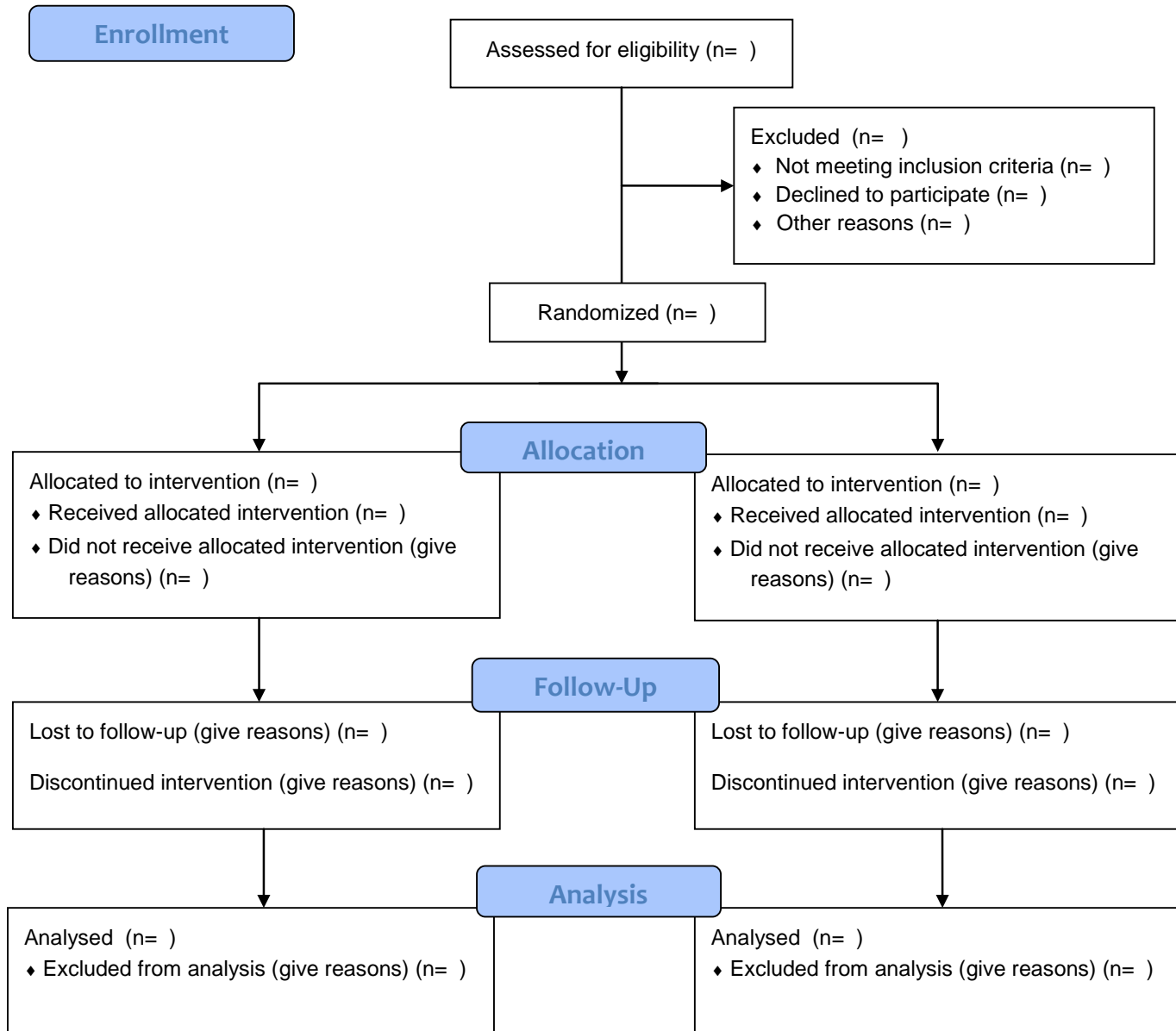


# CONSORT 2010 checklist of information to include when reporting a randomised trial\*

Section/Topic	Item No	Checklist item	Reported on page No
<b>Title and abstract</b>			
	1a	Identification as a randomised trial in the title	_____
	1b	Structured summary of trial design, methods, results, and conclusions (for specific guidance see CONSORT for abstracts)	_____
<b>Introduction</b>			
Background and objectives	2a	Scientific background and explanation of rationale	_____
	2b	Specific objectives or hypotheses	_____
<b>Methods</b>			
Trial design	3a	Description of trial design (such as parallel, factorial) including allocation ratio	_____
	3b	Important changes to methods after trial commencement (such as eligibility criteria), with reasons	_____
Participants	4a	Eligibility criteria for participants	_____
	4b	Settings and locations where the data were collected	_____
Interventions	5	The interventions for each group with sufficient details to allow replication, including how and when they were actually administered	_____
Outcomes	6a	Completely defined pre-specified primary and secondary outcome measures, including how and when they were assessed	_____
	6b	Any changes to trial outcomes after the trial commenced, with reasons	_____
Sample size	7a	How sample size was determined	_____
	7b	When applicable, explanation of any interim analyses and stopping guidelines	_____
Randomisation:			
Sequence generation	8a	Method used to generate the random allocation sequence	_____
	8b	Type of randomisation; details of any restriction (such as blocking and block size)	_____
Allocation concealment mechanism	9	Mechanism used to implement the random allocation sequence (such as sequentially numbered containers), describing any steps taken to conceal the sequence until interventions were assigned	_____
Implementation	10	Who generated the random allocation sequence, who enrolled participants, and who assigned participants to interventions	_____
Blinding	11a	If done, who was blinded after assignment to interventions (for example, participants, care providers, those assessing outcomes) and how	_____

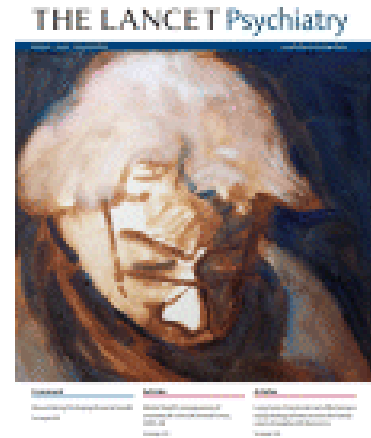
Blinding	11a	If done, who was blinded after assignment to interventions (for example, participants, care providers, those assessing outcomes) and how	
	11b	If relevant, description of the similarity of interventions	
Statistical methods	12a	Statistical methods used to compare groups for primary and secondary outcomes	
	12b	Methods for additional analyses, such as subgroup analyses and adjusted analyses	
<b>Results</b>			
Participant flow (a diagram is strongly recommended)	13a	For each group, the numbers of participants who were randomly assigned, received intended treatment, and were analysed for the primary outcome	
	13b	For each group, losses and exclusions after randomisation, together with reasons	
Recruitment	14a	Dates defining the periods of recruitment and follow-up	
	14b	Why the trial ended or was stopped	
Baseline data	15	A table showing baseline demographic and clinical characteristics for each group	
Numbers analysed	16	For each group, number of participants (denominator) included in each analysis and whether the analysis was by original assigned groups	
Outcomes and estimation	17a	For each primary and secondary outcome, results for each group, and the estimated effect size and its precision (such as 95% confidence interval)	
	17b	For binary outcomes, presentation of both absolute and relative effect sizes is recommended	
Ancillary analyses	18	Results of any other analyses performed, including subgroup analyses and adjusted analyses, distinguishing pre-specified from exploratory	
Harms	19	All important harms or unintended effects in each group (for specific guidance see CONSORT for harms)	
<b>Discussion</b>			
Limitations	20	Trial limitations, addressing sources of potential bias, imprecision, and, if relevant, multiplicity of analyses	
Generalisability	21	Generalisability (external validity, applicability) of the trial findings	
Interpretation	22	Interpretation consistent with results, balancing benefits and harms, and considering other relevant evidence	
<b>Other information</b>			
Registration	23	Registration number and name of trial registry	
Protocol	24	Where the full trial protocol can be accessed, if available	
Funding	25	Sources of funding and other support (such as supply of drugs), role of funders	

# CONSORT 2010 Flow Diagram



**EASE**

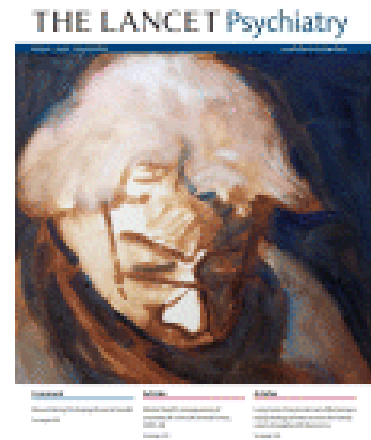
# Compatibility with guidelines



Adherence to study protocol

**EASE**

# Adherence to study protocol

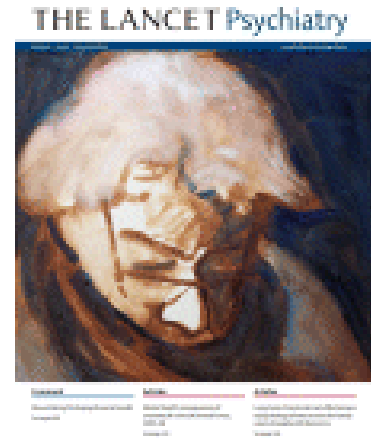


Why is this important?



**EASE**

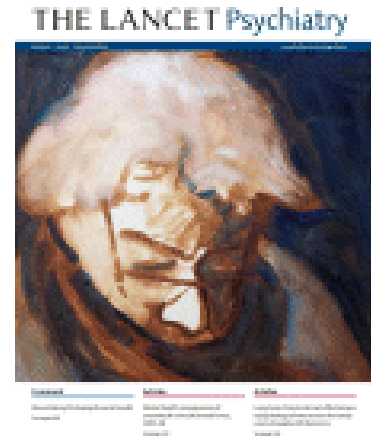
Adherence to study protocol



Full reporting of results

**EASE**

# Adherence to study protocol



Full reporting of results

Why is this important?

Full reporting of results

Importance



Time

Money

Resources

Patient lives

EASE

**EASE**

Full reporting of results

Importance

Time

Money

THE LANCET Psychiatry



**Contents**  
Editorial: The Lancet Psychiatry 2018  
Editorial: The Lancet Psychiatry 2018  
Editorial: The Lancet Psychiatry 2018

**EASE**

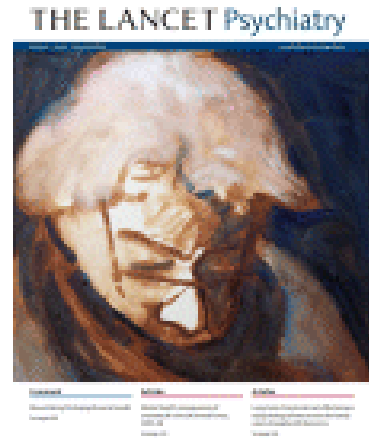
# Adherence to study protocol Full reporting



Lancet journals require results of the primary outcome and all secondary outcomes unless the protocol specifies an interim analysis or a publication plan with multiple papers

**EASE**

# Adherence to study protocol Full reporting

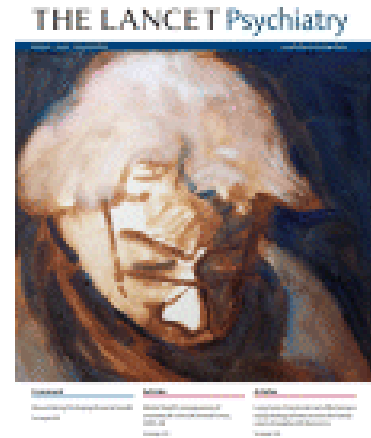


Prevents 'salami' publication: many small papers from a single study

Prevents 'burying' of negative results or failed studies

**EASE**

# Adherence to study protocol Full reporting



AllTrials campaign

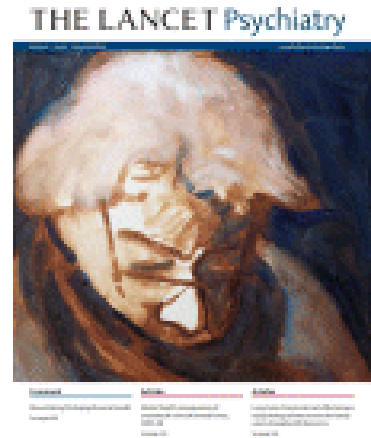
ICJME

Results to be made available

**EASE**

Assessing a manuscript  
in house before sending  
for peer review

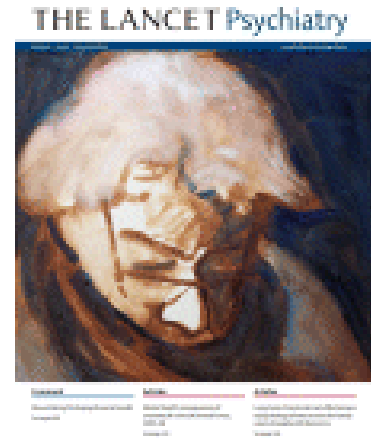
What is the purpose?





EASE

# What is the purpose?

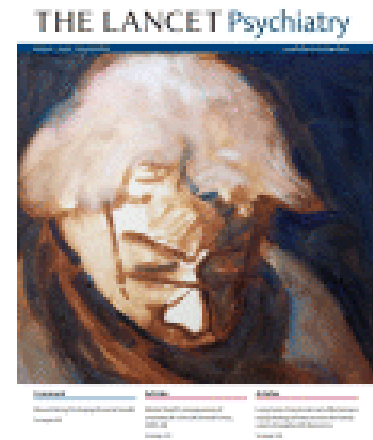


To ensure the manuscript is suitable for the journal

To make best use of peer reviewers

EASE

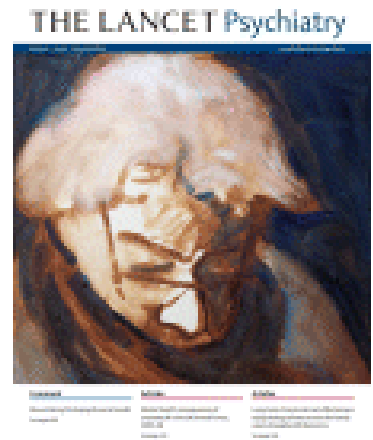
# To make best use of peer reviewers



Why is this important?

EASE

# Peer reviewers

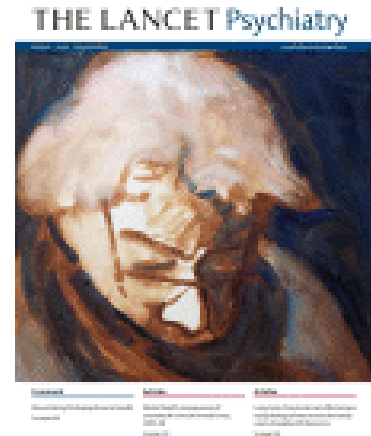


A valuable resource

Who are they?

EASE

# Peer reviewers



Subject specialists

General overview

Statistical experts

Solomon

EASE

# Peer reviewers

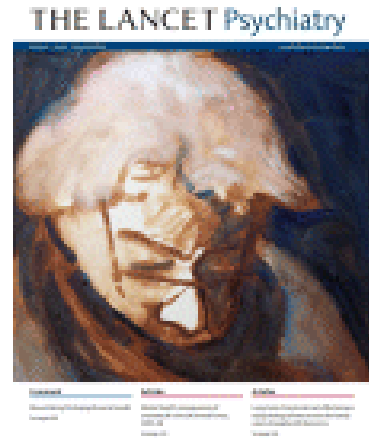


Subject specialists

Examples of types of expertise might  
require

**EASE**

# Peer reviewers Subject specialists



Local knowledge for a regional study

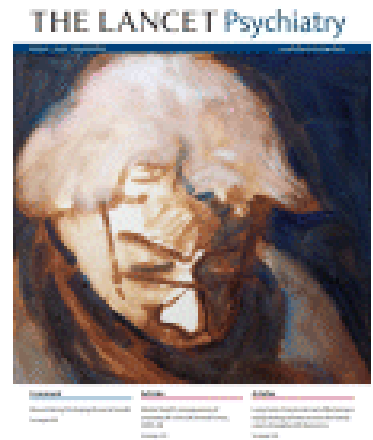
Knowledge of the database/registry used

Knowledge of equipment/tools used  
(includes questionnaires or rating scales)

Knowledge of the species or disease

**EASE**

# Peer reviewers



How many do you use?

The logo for EASE (European Science Editing) is located in the top-left corner. It consists of a blue diagonal bar with the word "EASE" written in red, bold, uppercase letters, slanted to follow the bar's angle.

**EASE**

# Peer reviewers

*European Science Editing*

Two for Research Articles





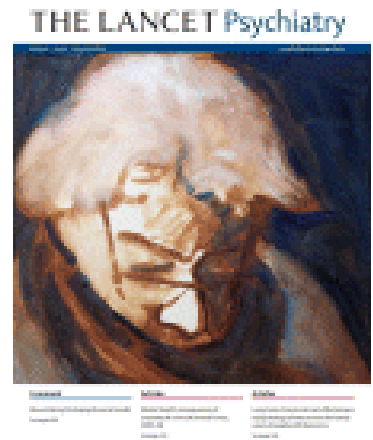
# Peer reviewers

*The Lancet Psychiatry*

Research articles: 2-3 clinical  
1 statistical

**EASE**

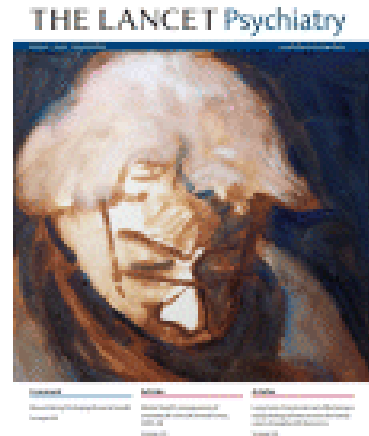
# Peer reviewers



How do you find them?

**EASE**

# Peer reviewers



Editorial Board

Colleagues

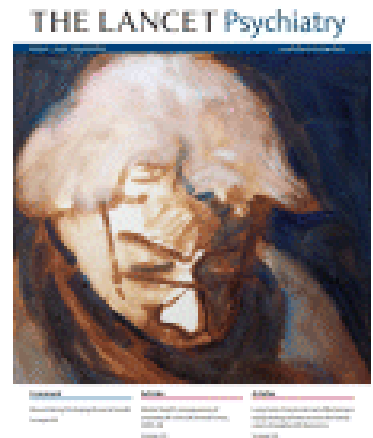
Previous authors

Recommended by authors

List or database of previous reviewers

EASE

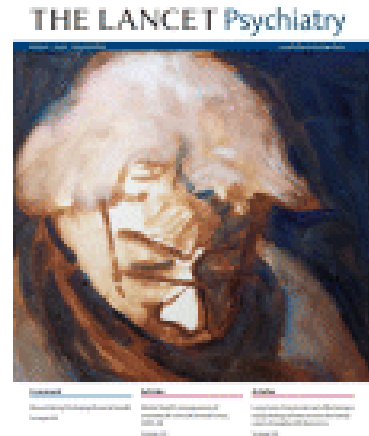
# Peer reviewers



Something old, something new  
Something borrowed, something blue

EASE

# Peer reviewers



‘Old’ experienced reviewers whom you trust

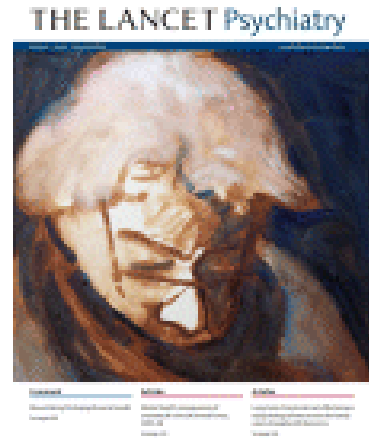
‘New’ someone you haven’t asked before

‘Borrowed’ recommended by author

‘Blue’ or pink try to balance sexes

**EASE**

# Peer reviewers



**Editorial Board**

Colleagues

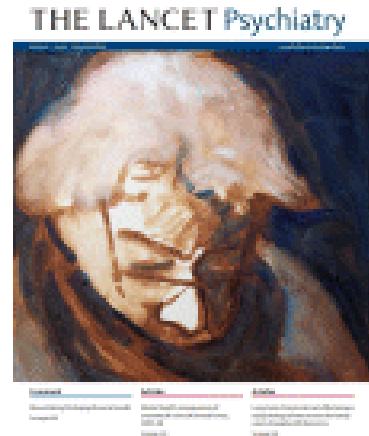
Previous authors

Recommended by authors

List of previous reviewers

EASE

# Peer reviewers Editorial Board



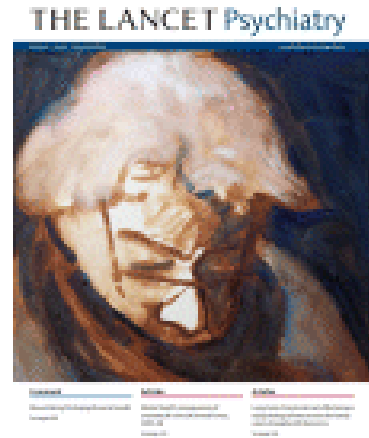
Agreement that will review certain number of papers per year?

Balance between overwork and not 'pulling their weight'

Ask them to recommend other reviewers, including juniors from their own team

EASE

# Peer reviewers



## Case study

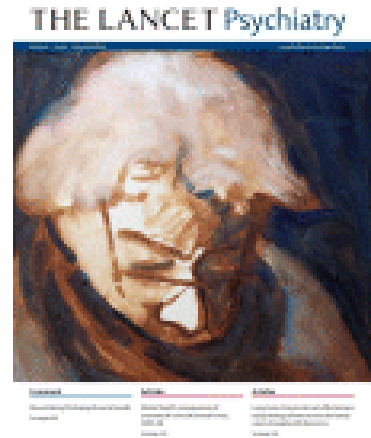
You invite an expert in the relevant field to review a manuscript. They reply that they have a keen graduate student who could do it.

How do you reply?



EASE

# Peer reviewers



Editorial Board

Colleagues

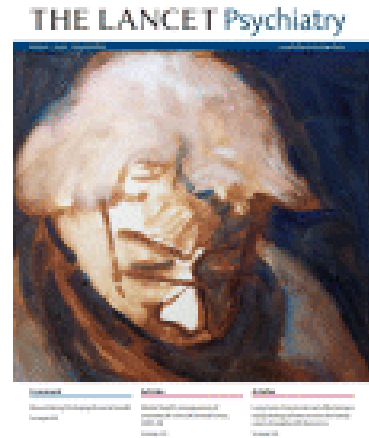
Previous authors

Recommended by authors

List of previous reviewers

**EASE**

# Peer reviewers



Editorial Board

Colleagues

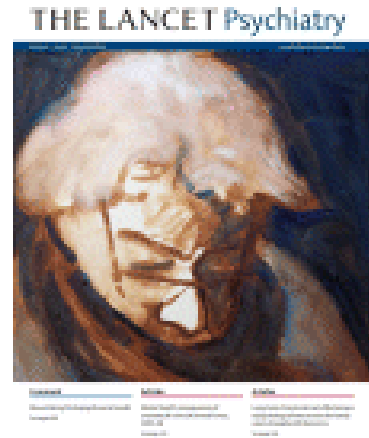
**Previous authors**

Recommended by authors

List of previous reviewers

EASE

# Peer reviewers Previous authors



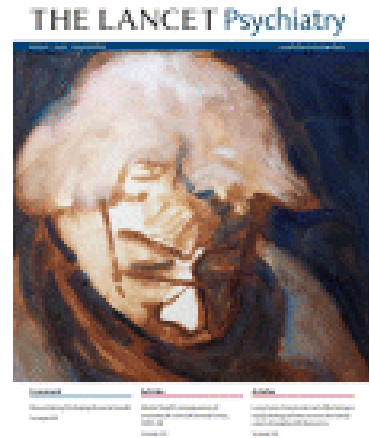
Search relevant databases for related publications

Search reference list of manuscript

Invite authors of papers you have published in your journal on a similar topic

**EASE**

# Peer reviewers



Editorial Board

Colleagues

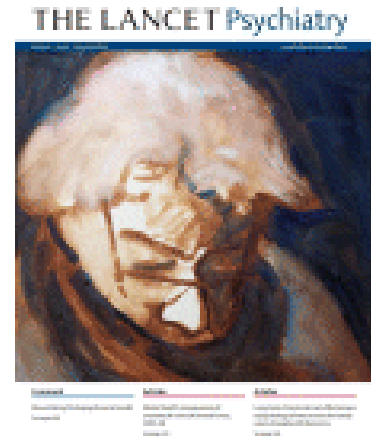
Previous authors

**Recommended by authors**

List of previous reviewers

**EASE**

# Recommended peer reviewers



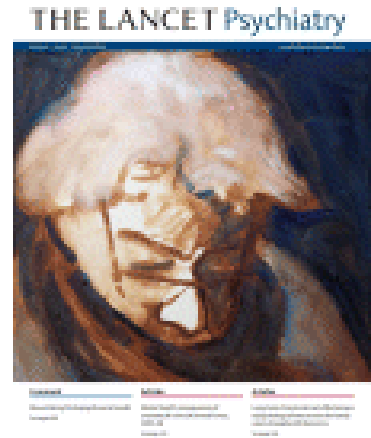
Check for co-authorship – Scopus

Check that they have published in this area

**EASE**

# Assessing a manuscript in house before sending for peer review

How long should it take?



# Assessing a manuscript in house before sending for peer review



## *The Lancet Psychiatry*

Initial assessment 1-2 working days  
Peer reviewers invited and authors  
informed 2-3 working days

# EASE Form for Authors' Contributions and Conflict of Interest Disclosure

European  
Association of  
Science  
Editors



Journal title:..... Date of submission: .....

Manuscript title:.....

Corresponding author's name and e-mail:.....

By signing the form, the authors agree to publication of their paper in the journal and certify that the paper is not considered for publication elsewhere. The form is **intended for use by scientific journals during or soon after manuscript submission** and **can be supplemented with the EASE Ethics Checklist for Authors** ([www.ease.org.uk/publications/ease-checklist](http://www.ease.org.uk/publications/ease-checklist)), to be signed by the corresponding author only. The checklist is part of the practical *EASE Guidelines for Authors and Translators of Scientific Articles*, freely available in >20 languages at [www.ease.org.uk/publications/author-guidelines](http://www.ease.org.uk/publications/author-guidelines).

First and family names of authors	Contributions to this study and paper							Conflict of interest: financial or personal**	Signature
	(1a) study planning	(1b) data acquisition	(1c) data analysis/ interpretation	(2a) manuscript writing	(2b) manuscript revision	(3) final approval	(4) agreement to be accountable for all aspects of the work*		
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No		Yes/No

\* Each author must ensure that questions related to the accuracy or integrity of any part of the study and manuscript are appropriately investigated and resolved, see ICMJE authorship criteria (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>). **Each person who meets criterion 1 (1a or 1b or 1c) should be allowed to participate in the drafting (criterion 2a or 2b) and approval of the final version of the manuscript (criterion 3). The contributions of people who met only one or two authorship criteria should be mentioned in Acknowledgements, but their names should be given only if the people agree to it.**

\*\* Financial conflicts of interest include (but are not restricted to) employment, consultancies, stock ownership, honoraria, paid expert testimony or speakers' bureau, while non-financial conflicts of interest include personal relationships or competitiveness in academic community. **If in doubt or if a conflict of interest exists, the author should complete also the ICMJE Form for Disclosure of Potential Conflicts of Interest** ([www.icmje.org/coi\\_disclosure.pdf](http://www.icmje.org/coi_disclosure.pdf)).

