

## How to review

### 1- First of all

To accept or decline an invitation to review:

- Is the article relevant to your specialty?
- Is there any [conflict of interest](#)?
- Could you meet the deadline?
- Do you need to find out more about AEJOG and review process?

Please reply to the invitation as soon as possible so that the authors do not wait any longer. If you decide to help for reviewing process AEJ editors will be thankful.



### 2- Managing your review

When you sit down to write the review, make sure you familiarize yourself with journal-specific guidelines.

First read the article. Below we offer some tips;

- Unsound or discredited methodology
- Missing processes known to be influence in the report about research area of study
- A conclusion drawn in discrepancy to the statistical or qualitative evidence reported in the manuscript



considered as major flaws

After inspect the methodology part, examine data in the form of figures, tables, or images.

- Insufficient and unclear data tables
- Statistically non-significant variations



considered as major flaws

Please ensure that studies involving patient or animal data are properly documented and ethical committee approvals are specified.

- You can't share any of material and information about the review with anyone without prior authorization from the editor.
- Your review will be managed via a Dergipark submission system.
- To access the paper and deliver your review, click on the link in the invitation email you received which will bring you to the submission/reviewing system. If you experience difficulties accessing the paper, you might find this video helpful.

If you don't spot any major flaws, take a break from the manuscript, giving you time to think and consider the article from your own perspective before writing your report.

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### 3. Structuring your review

Your review;

- help the editor for publishing the article
- help author to improve their manuscript
- should give your overall opinion and general observations of the article
- should be polite and constructive
- should not include any personal details
- should explain and support your judgement, it is essential for reasoning behind your comments.

Please indicate that your comments are your opinion or reflected by data and evidence.

AEJOG have a specific format for reviewer checklist.

Please make one of the suggestions below to classify the article by AEJOG editors:

- **Reject** (explain why)
- **Accept** without revision
- **Revise** – either major or minor (please provide a clear and plain explanation to the authors, of the necessity for revisions)

The comments to the editors will not share with the authors. But note that there may be an opportunity to redirect individual comments to both the editor and the author.

The final decision will be made by the editors according to your reports and their opinions about the study.

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### 4. After your review

Once you have delivered your review, AEJOG will send you a certificate for your report.

Finally, we take the opportunity to thank you sincerely on behalf of the journal, editors and author(s) for the time you have taken to give your valuable input to the article.

