



SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

**Journal of Diagnostic Medical Sonography  
Reviewer Guidelines**

*Updated June 2016*

# JDMS Manuscript Reviewer

## POSITION SUMMARY

A JDMS Manuscript Reviewer (“Reviewer”) serves in collaboration with the Editor-In-Chief and Section Editors to peer review manuscripts prior to publication and to provide meaningful feedback to JDMS authors. Being a Reviewer is an important first step toward other JDMS volunteer roles, including the JDMS Editorial Board, Section Editor, or Editor-in-Chief.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

To assist in the growth and development of JDMS authors, Reviewers are expected to:

- Participate in Reviewer training via on-demand webinar;
- Serve as a Reviewer on at least two manuscripts per year;
- Become familiar with JDMS publishing systems and procedures;
- Uphold the ethical expectations of the peer review process;
- Encourage colleagues and other contacts to submit manuscripts.

Ideal candidates to serve as Reviewers will also have experience in reviewing or authoring manuscripts for publication and have a network of colleagues involved in research and practice.

Reviewers will be assessed annually based on: 1) the number of manuscripts reviewed, 2) overall acceptance/decline rate, 3) turnaround time, and 4) quality of feedback provided.

Reviewers who have not or cannot fulfill the position expectations are removed from the list, but may reapply when their schedule allows for more participation. Reviewers who wish to discontinue Reviewer duties may remove themselves by written request to [jdms@sdms.org](mailto:jdms@sdms.org).

## GETTING STARTED

### APPLY TO BE A REVIEWER

The JDMS consistently seeks new sonography Reviewers who can evaluate the validity, rigor, and quality of submitted manuscripts. A Reviewer should:

- Have an active interest in advancing scholarship in the sonography field;
- Have a strong command of the English language, including grammar and syntax;
- Have reliable Internet access to facilitate use of the JDMS publication system.

Interested Reviewers may apply at any time using the [JDMS Reviewer Application Form](#).

### ATTEND REVIEWER TRAINING

Reviewer training is available by webinar throughout the year on the [SDMS website](#).

All Reviewers are expected to be familiar with the *JDMS Manuscript Reviewer Guidelines and Expectations* outlined in this document and are encouraged to complete the webinar within the first three months that they serve as a reviewer.

Ongoing feedback will be provided to JDMS Reviewers by the JDMS Editor-in-Chief, JDMS Section Editors, and/or the JDMS Editorial Board to assist in their growth and development.

## MANUSCRIPT SUBMISSION SYSTEM

The JDMS is the official journal of the Society of Diagnostic Medical Sonography and is published by SAGE Publications (“SAGE”), based in Thousand Oaks, California. SAGE offers on-demand, online resources to authors, Reviewers, and Editors as well as ongoing assistance throughout the publication process.

Once a candidate is approved to be a Reviewer, the JDMS Editorial Staff will create a profile for them within the SAGE ScholarOne [Manuscript Submission System](#). If they are already in the system, their privileges will be updated to include the Reviewer role. Sage offers resources related to the review process, responding to invitations, and logging into the ScholarOne Reviewer Center at <http://mchelp.manuscriptcentral.com/tutorials/Reviewer.pdf>.

Any questions during profile setup can be directed to the JDMS Editorial Staff at [jdms@sdms.org](mailto:jdms@sdms.org).

## MANUSCRIPT REVIEW

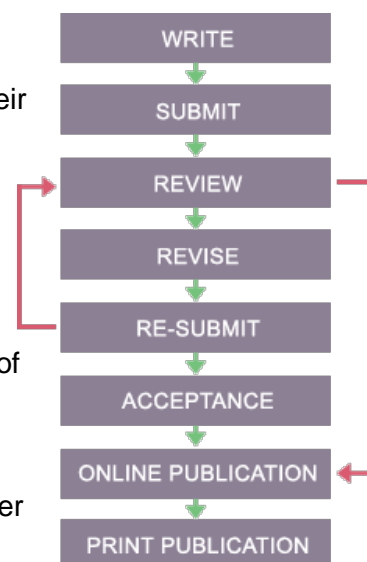
The peer review process is essential to the development of research across all subject areas. Authors and researchers benefit from having their manuscript improved and their knowledge developed. Reviewers also benefit from being able to read cutting-edge research prior to its publication, and have the satisfaction of knowing that they are contributing directly to the development of their chosen field. Reviewers may also receive CME credits or other rewards for their contributions, which will be detailed on the SDMS website if available.

## THE PEER REVIEW PROCESS

All scholarly publications that wish to be recognized for their validity and relevance undergo a peer review process. The goal of peer review is to independently and objectively evaluate the quality of manuscripts submitted for scholarly publication.

The process provides critical assessment of a manuscript by other experts in the field, who ensure that submissions:

- Are relevant to the Journal’s scope and readership;
- Communicate new findings not previously published in the field or for case studies, excellent examples of normal sonographic anatomy;



- Are properly cited with appropriate discussion of background, methodology, and findings;
- Follow valid statistical and scientific methodologies without gaps for fabrication or error;
- Identify conclusions which are supported by the results reported; and
- Are specific and comprehensible (noting that grammar and spelling can be improved later in the process).

Manuscripts deemed by peer review to not follow the Journal's standards for rigor and validity are excluded from publication. Editors usually make a decision based on at least two Reviewer reports per manuscript, depending upon the specialty area, the topic, and the quality of the manuscript. The outcome of each manuscript's review is communicated to the author by the Editor-in-Chief so that necessary changes can be made before the manuscript is accepted for publication (if applicable). More information about peer review can be found in the [SAGE Reviewer Gateway](#).

## REVIEWER EXPECTATIONS

Once a Reviewer has setup a profile in the ScholarOne system, they will begin to receive email invitations to review from the JDMS Editors. The initial invitation will contain brief information about the manuscript to allow the Reviewer to make a decision about whether they would like to pursue the review. Using the links within the email, Reviewers can easily communicate their decision to the editorial office. A reminder is automatically generated by the system a week before the review is due.

Reviewers are asked to complete at least two manuscript reviews per year and encouraged to participate in additional reviews if time allows. It is understood that Reviewers have busy schedules outside of their commitment to the JDMS, and that it will not always be possible for invitations to be accepted. Reviewers should accept or decline invitations in a timely fashion and only accept those which they will be able to see through to completion.

One of the goals of the JDMS is to create a positive experience for authors and to move manuscripts through the process as quickly as possible, while adhering to quality and ethical considerations. JDMS Editors try to spread out requests for reviews and not overburden the same Reviewers. **If other commitments arise once a review has been accepted that will prevent the review from being completed, it is important that the JDMS Editorial Staff or Section Editor be notified as quickly as possible so that the manuscript can be reassigned.**

When the Reviewer accepts the invitation, they will receive another email containing links and information to allow the Reviewer to access the manuscript. The Reviewer will use the forms available through ScholarOne to make decision recommendations and comments.

## REVIEWER BEST PRACTICES

Reviewers are expected to read manuscripts very carefully and to watch for and comment on:

- Relevance to the journal;
- Significance of the research or case study within the field;
- Originality of the work conducted;
- The methodology employed during the research;
- Technical accuracy.

It is also important to evaluate the structure of the manuscript and to communicate the results from a reader's perspective. This includes:

- Accuracy of references;
- Structure of the manuscript overall, communication of main points, and flow of argument;
- Quality of written language;
- Structure of the manuscript and whether the manuscript is internally consistent;
- Effectiveness of the manuscript abstract and introduction;
- Whether the argument is clear and logical and the conclusions presented are supported by the results or evidence presented;
- Whether the title of the manuscript is suitable or effective;
- That the abstract is a good summary of the manuscript and key words are appropriate;
- That the manuscript is a type accepted by the journal and follows submission guidelines;
- The accessibility of the manuscript to a broad readership.

When providing feedback on a manuscript, please try to:

- Be as objective as possible in your comments and criticisms and avoid making negative comments about work referenced in the manuscript;
- Be specific and as constructive as possible in your criticism. Be clear about what needs to be added or revised;
- If relevant, make suggestions about additional literature that the author might read to enrich or improve their arguments.

While Reviewers should feel free to make general comments on writing quality and make suggestions about how manuscripts might be improved by broadening reading of other literature, it is not the job of the Reviewer to rewrite manuscripts or suggest detailed changes to wording. SAGE provides useful information for authors in its online [Author Gateway](#) including details about [English Language Editing Services](#).

Once a review has been completed, the Reviewer will be asked whether they recommend the manuscript should be accepted, rejected or revised (major or minor revisions). Reviewers may also be asked to review the manuscript one more time following the completion of suggested revisions by the author. The assigned Section Editor will summarize all Reviewer feedback and make their own recommendation to the JDMS Editor-in-Chief.

The following guidelines may assist in Reviewer decision making:

- Accept: Manuscript meets listed criteria as written;

- Minor Revision: Manuscript meets most of the criteria and requires minimal revision prior to publication;
- Major Revision: Manuscript needs significant revision to meet the listed criteria; or
- Reject: Manuscript does not meet the listed criteria and will not be considered for future resubmission.

## EDITORIAL ETHICS

The JDMS follows a double-blind peer review process in which names are hidden from both Reviewers and authors and adheres to the Committee on Publication Ethics (COPE) [Guidelines for Peer Review](#). Suspected ethical violations are taken very seriously and are always investigated fully. Reviewers are responsible for reporting any incidence in which the manuscript or supporting materials reveal the name of the author during peer review so that it can be properly blinded and reassigned.

Reviewers should **always** alert the JDMS Editorial Staff or the JDMS Editor if any ethical infringements are suspected. These may include:

- Plagiarism: presenting another person's ideas as if they were his or her own, without proper acknowledgement or attribution.
- Copyright infringement: presenting another person's original work of authorship – their expression of ideas – as if it were his or her own, without proper acknowledgement or attribution.
- Duplicate (or redundant) publication: copying and re-publishing his or her own work without reference to previous publication.
- Data fabrication/falsification or unethical conduct during the research process.
- Inappropriate attribution of authorship or undeclared conflicts of interest.
- Misconduct within the publication process (for example author/Reviewer misconduct during the peer review process).

SAGE recommends that Reviewers think carefully about their own potential conflicts of interest relating to the manuscript before undertaking the review. Reviewers should be careful not to make judgments about the manuscript based on personal, financial, intellectual biases, or any other considerations outside the quality of the research and written presentation of the manuscript. More information is available in the [SAGE Publishing Policies](#).

All activity, content, and comments relating to manuscripts under review must remain confidential.

## JDMS CME CREDIT

JDMS reviewers may be eligible to receive SDMS CME credit for conducting thorough, qualitative manuscript reviews which provide effective feedback to both editors and authors.

**Articles with Accompanying SDMS CME Tests:** JDMS Manuscript Reviewers will automatically receive the number of SDMS CME credits that the SDMS CME test is worth for that article and are not eligible to take the SDMS CME test as a separate activity. The SDMS

CME credit will be reflected on their SDMS CME Transcript before the article is published in the scheduled printed JDMS issue of the JDMS.

**Articles without Accompanying SDMS CME Tests:** JDMS Manuscript Reviewers will receive 0.25 SDMS CME credits for each accepted article published which does not have an accompanying SDMS CME test. SDMS CME credits for those articles will be reported annually to the SDMS Learning Department and included on the Reviewers' SDMS CME Transcript by November 30.

Reviewers do not receive SDMS CME credit for articles reviewed and not accepted for publication, or for subsequent reviews of the same manuscript following revision by the author.

All SDMS CME credits are granted to reviewers on published manuscripts who are SDMS members at the time CME credits are awarded. SDMS CME credit is not available to non-SDMS members.