Contributions to Tobacco & Nicotine Research

FORMERLY: BEITRÄGE ZUR TABAKFORSCHUNG INTERNATIONAL

Guidelines for Reviewers

Before reviewers accept or decline an invitation to review, we would ask them to consider the following points:

- Is the article within your area of expertise? Only accept if you feel you can provide a high-quality review.
- Do you have a potential conflict of interest? Disclose this to the editor when you respond.

In case you need to find out more about reviewing and the peer review process, please refer to the tutorial for reviewers detailing the process. It is accessible at: https://www.editorialmanager.com/robohelp/16.1/index.htm#t=Reviewer_Help.htm.

Respond to an invitation as soon as possible, even if it is to decline. A delay in your decision slows down the reviewing process and results in a longer wait for the authors. If you do decline the invitation, we would be grateful if you could provide suggestions for alternative reviewers.

How to log in and submit your review

Your review will be managed via a submission system by Editorial Manager. To access a paper and to deliver your review, click on the link in the invitation email you received which will bring you to the submission/reviewing system. You may also use the direct login: https://www.editorialmanager.com/btfi/default2.aspx. In any case, you must register and assign a password. If you forget your password, you can have the login details sent to you by giving your e-mail address.

Methodology

If the manuscript you are reviewing is reporting an experiment, check the methods section first of all. The following cases are considered major flaws and should be flagged:

- Unsound methodology
- Discredited method

- Missing processes known to be influential on the area of reported research
- A conclusion drawn in contradiction to the statistical or qualitative evidence reported in the manuscript

For papers analyzing a broader spectrum of data, a clear sampling report and a systematic data analysis needs to be presented and discussed.

Research data and visualizations

Once you are satisfied that the methodology is sufficiently robust, examine any data in the form of figures, tables, or images. Authors may add research data, including data visualizations to their submission in order to enable readers to interact and engage more closely with their research after publication.

Critical issues in research data, which are considered to be flaws can be related to insufficient data points, statistically non-significant variations and unclear data tables. Your review will help the editor decide whether or not to publish the article. It will also support the authors and allow them to improve their manuscript. Giving your general opinion and observations of the article is essential. Your comments should be courteous and constructive and should not include any personal details including your name.

Providing insight into any deficiencies is important. You should explain and support your judgement so that editors as well as authors are able to fully understand the reasoning behind your comments. You should indicate whether your comments are your own opinion or are reflected by the data and evidence.

Your recommendation

When you make a recommendation, you will be asked to choose one of the categories the editorial office will use to classify the article:
- Reject (explain your reasoning in your report
- Accept (without revision
- Revise (either major or minor)

Explain the revision that is required and indicate to the editor whether you would be prepared to review the revised article. If you are recommending a revision, you need to provide the authors with a clear and detailed explanation of why you consider this necessary.

There is the opportunity to direct separate comments to both the editors and authors. Once you are ready to submit your report, follow the instructions in the email or visit the tutorial for reviewers indicated below if you encounter any difficulties.

Final decision

The editors ultimately decide whether to accept or reject the article after weighing all views. They may call for another opinion or ask the author for a revised paper before making a decision.

Berlin, June 2023