INTERNAL MEDICINE

REVIEW

Reviewer Guidelines

**Summary**

All manuscripts submitted to IMR undergo a peer-review process during which reviewers critique the manuscript and advise the editors in a review report. The editorial board makes the final editorial decision.

**Double-Blind Review**

IMR uses a double-blind peer-review process, meaning that the names of the authors must not be revealed to the reviewers, and the names of the reviewers must not be revealed to the authors. If at any point you believe this policy has been compromised please contact the editorial office immediately. Reviewers may consult with outside colleagues for the review, as long as doing so does not jeopardize the blindness of the review. It is not permitted to distribute an in-review manuscript to anyone, before or after publication, except for the purpose of conducting peer-review.

**Conflict of Interest**

Reviewers must not agree to review any manuscripts for which he or she has any conflicting interest, without first obtaining approval from the editorial office.

**Review Form**

IMR provides all reviewers with a review form to simplify and standardize the review reports. Use of thus form is optional; if a reviewer wishes to provide his comments and recommendation in a different format it is acceptable.

**Review Criteria**

Please keep the following questions in mind while reviewing a manuscript. More detail is available in the review form.

* Is the manuscript original?
* Is the information contained within the manuscript reliable?
* Are the results clear and well presented?