

WILEY

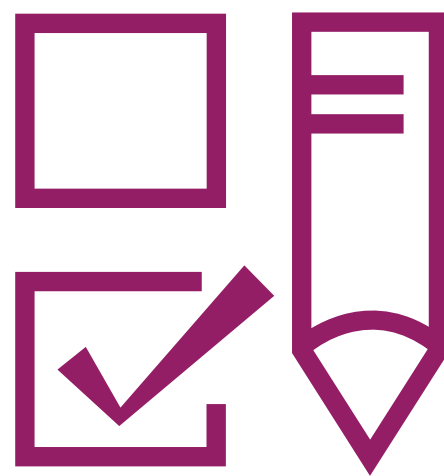
## Reviewing with Empathy

# 4 guiding principles

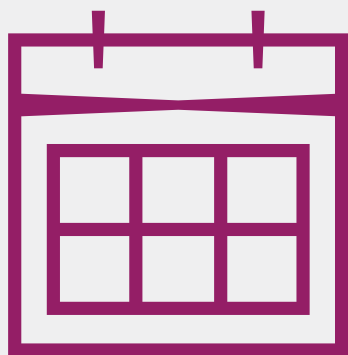
for being a considerate reviewer

## Be critical, but constructive

- **Focus on improvement:**  
Criticism is always more beneficial when it comes with suggestions for improvement.
- **Be considerate:**  
Don't let your anonymity tempt you into being derogatory; never include anything that you wouldn't be prepared to discuss with the author face-to-face.



## Meet deadlines



- Be realistic about how long it'll take to do the job properly.
- Put time aside accordingly. Add it to your diary, and stick to it like you would any other commitment.
- Keep the editor informed. Of course, unforeseen and unavoidable things do come up. If that happens, let your editor know as soon as possible.

## Maintain Anonymity

- Confidentiality regarding the paper you're reviewing is a must. Don't discuss the paper with anyone except the journal editor or editorial office.
- Protect your anonymity, according to the review model of the journal\*. If you happen to know the author, don't be tempted to discuss your review with them.



\*In journals using a single or double anonymised review process, the reviewer's identity is anonymous. In journals using an open or transparent review process, the reviewer's identity may be disclosed to the authors.



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