

Instructions for reviewers

The Editorial Board of *Translation* oversees the reviewer selection process for the journal. The invitation to review a manuscript will be sent through the journal's Open Journal System's web site . We request that you respond as soon as possible by either accepting or declining to review. Once your acceptance to review a manuscript has been received, you will be notified that the manuscript is available in your "Reviewer Center."

Please contact the Editorial Office at (419) 383-3992, Monday through Friday from 8:00 a.m. to 5:00 p.m. Eastern time, with questions regarding reviewer registration, journal requirements or policy.

If it becomes apparent that you will not be able to complete the review in the allotted timeframe, please contact the Editorial Office as soon as possible to determine if an extension can be granted or if an alternative reviewer should be sought.

Confidentiality *Translation* uses a single-blinded review process. Reviewer identities are not, and should not be, disclosed to the authors or other reviewers. In addition, authors should not contact those whom they presume to be reviewers of their manuscript. Manuscripts are confidential intellectual property of the submitting authors. All printed copies of submitted articles should be destroyed upon completion of the review.

Reviewer Eligibility Please assess your expertise or related perspective to the topic of the manuscript you have been invited to review. Please consider any conflict of interest issues you may have with the topic, authors, or related affiliations that may hinder you from providing a fair and balanced review (if you are unsure, please contact the Editorial Office for clarification). Please consider your ability to complete the review in the allotted timeframe (within 2 weeks). If you determine you are ineligible or unable to complete the review for any of these reasons, please decline the invitation and recommend an alternative reviewer.

Reviewer Form Please evaluate the manuscript critically and constructively. All communications to authors will be forwarded by the Editorial Office and reviewers should not communicate directly with authors. Reviewers should avoid using information in their comments to authors that may inadvertently identify themselves to the authors. Minor grammar and punctuation concerns can be disregarded. These will be addressed during the editing process.

The reviewer form will use the categories Accept, Accept with minor revision, Accept with major revision, or Reject. In the case of certain article types (eg, review articles), some categories may not apply. You may leave these blank.

Please include any concerns of author malfeasance (eg, plagiarism, duplicate publication, bias, conflicts of interest) in the

confidential comments to the editor. Recommendations regarding acceptance or rejection of the manuscript should be presented in the confidential comments to the editor section only. Please provide one or two lines supporting these recommendations.

In the comments to authors section, please provide supporting detailed comments that will improve the quality of the submitted work. Include strengths of the research and weaknesses of the presentation, methods, or interpretations of the results. It would be helpful to point out duplication of information within the text, tables, and figures. If you feel the manuscript should be shortened, please provide specific recommendations to the authors. Considering that these projects will typically be of short duration, please do not propose additional work, but judge the manuscript as submitted. Serious omissions can be grounds for rejection. If reference lists are too lengthy, please state which references could be eliminated.

Translation has guidelines for word count, reference, and figures/tables for each manuscript category. Please use the suggestions in the chart below to assist you when assessing whether a manuscript is of the appropriate length.

Online-Only Supplemental Material If the manuscript you are reviewing contains online-only supplemental material, please review these files along with the manuscript. Please determine whether the material is necessary and provide any recommendations as to its length, format, and accuracy.

Instructions Specific to Case Reports The checklist below is provided for your information and pertains to review of Case Reports only. Please rate the submitted Case Report using the following criteria for recommendation for acceptance. If none of the below apply to the Case Report, please recommend rejection and provide comments to the authors for alternative sources of publication (if appropriate).

- The Case Report should be a clinical observation that is the first of its kind and/or an unexpected or unusual observation of a disease process (of relevance to a meaningful number of patients)
 - New disease
 - New syndrome
 - Previously unknown and important manifestation of a common disease
 - New understanding of the pathophysiology of a common disease
- A new (first) observation of an important side effect of a commonly used drug

Article Type	Abstract (250 words)	Word Count	Refs	Figures/Tables
Original Articles	Structured	3000	75	no more than 5 total
Special Article	Unstructured	5000	125	No more than 5 total
Case Report	Unstructured	2000	25	No more than 3 total

- A new therapeutic activity of a new treatment, including drugs and non-drug therapies
- The experience, which could be a new treatment, might be the stimulus for further clinical research
- Knowledge about the event could affect other physicians' management of their patients who have a similar situation

a copy of the decision letter, including all reviewers' comments to the authors.

If a decision is reached that was contradictory to your recommendation for the manuscript, please be assured that your comments were carefully considered and closely reviewed by the Editorial Board.

Reviewer Feedback Once you have successfully submitted your review, you will receive a confirmation from the Editorial Office. When all invited reviews have been received and a decision on the manuscript has been reached, you will receive

Thank you in advance for your assistance with the peer review process for *Translation*. Your insights and expertise will provide invaluable contributions to the quality of articles published and the field of medicine at large.