Instructions for Reviewers

[Enfermería Nefrológica is the official journal of the Spanish Society of Nephrology Nursing]

Instructions for Reviewers

"Enfermería Nefrológica" journal

Introduction

Welcome to the platform for the Enfermería Nefrológica journal. You can register as a reviewer and log in to access the submissions assigned to you for review.
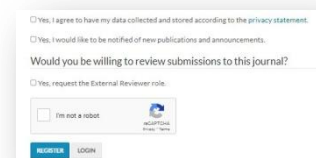
 To register:

- Visit www.revistaseden.org

- Log in from the homepage.

Access

Reviewers register as ordinary users, and are assigned the corresponding role internally by the secretary's office.
Register as explained in the User Registration manual, remembering to mark the box that asks if you would be willing to review submissions to this journal, in the event that this option is available to you.


Access using the codes you have been sent, or the details you have registered with, by clicking on the section "Log in".

Allocation of work

Once the journal has received an article and the editorial board has decided that it fulfils the criteria to be reviewed, it is assigned to an editor. The editor, in turn, will contact the reviewers they consider most suitable for reviewing the work, taking into consideration their qualifications and the topic of the submission, and will email them to enquire as to their reviewing availability.
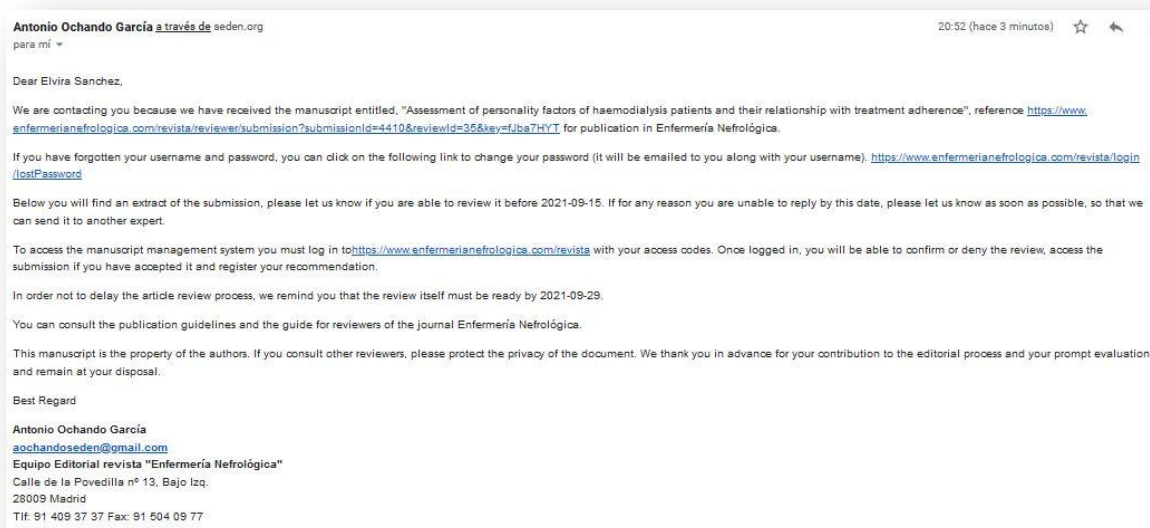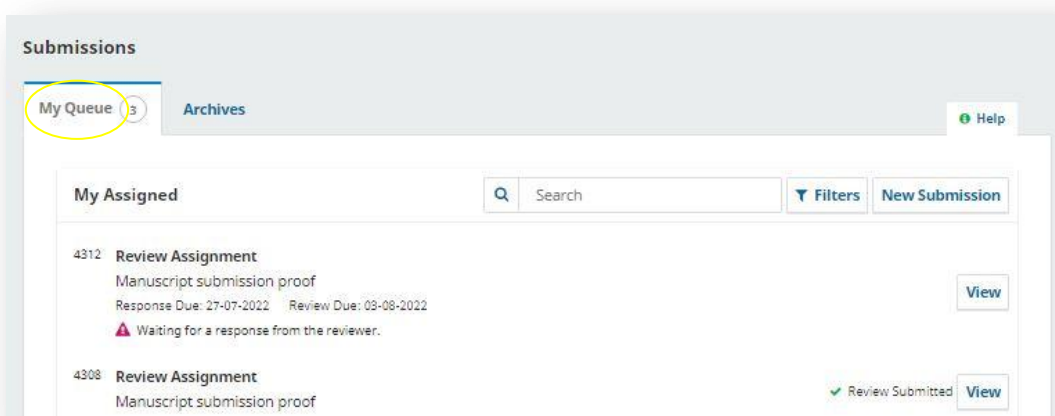

Assessors must log in to the homepage to check the submission, decide whether they can assess it, and notify the editor of their decision.

Log in

Once you have been assigned the job, you can log in.

Once you have logged in, you will find the following screen:

Under the 'My Queue' section is a list of the jobs you have been assigned as a reviewer. Some may already have been reviewed, while others may be awaiting confirmation.

To make it easier ~~to~~ see new reviewing proposals, the section under the 'Tasks' heading shows you the various messages indicating the different actions still pending.
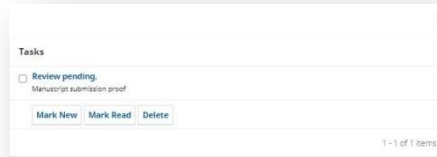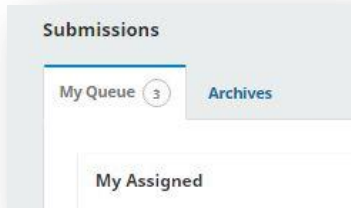
Here you can delete messages, mark them as read so that they no longer appear, or as unread so that they remain.

Go to the list of assigned submissions that are pending review.
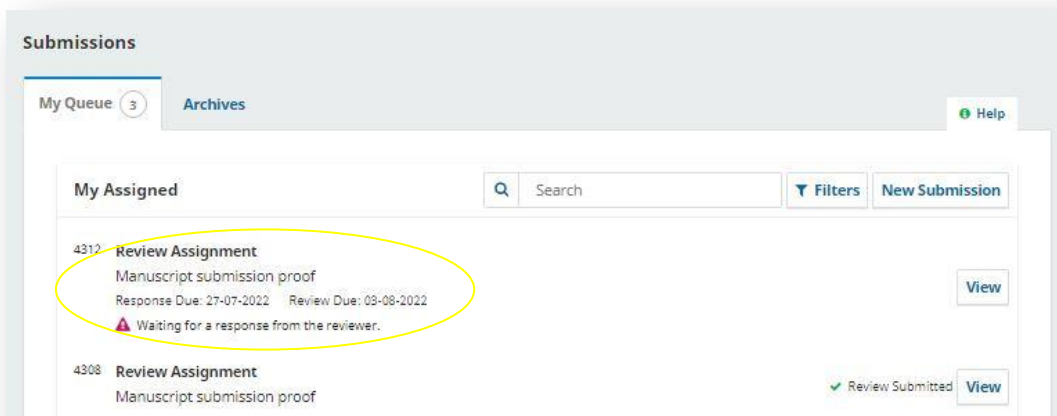
Click on one waiting for a response from the reviewer and a box with various tabs will pop up. Go to 'Request' where you can check the job assigned and decide whether you wish to accept it.

It will also ask whether you have any competing interests to disclose as the reviewer of the assigned work.
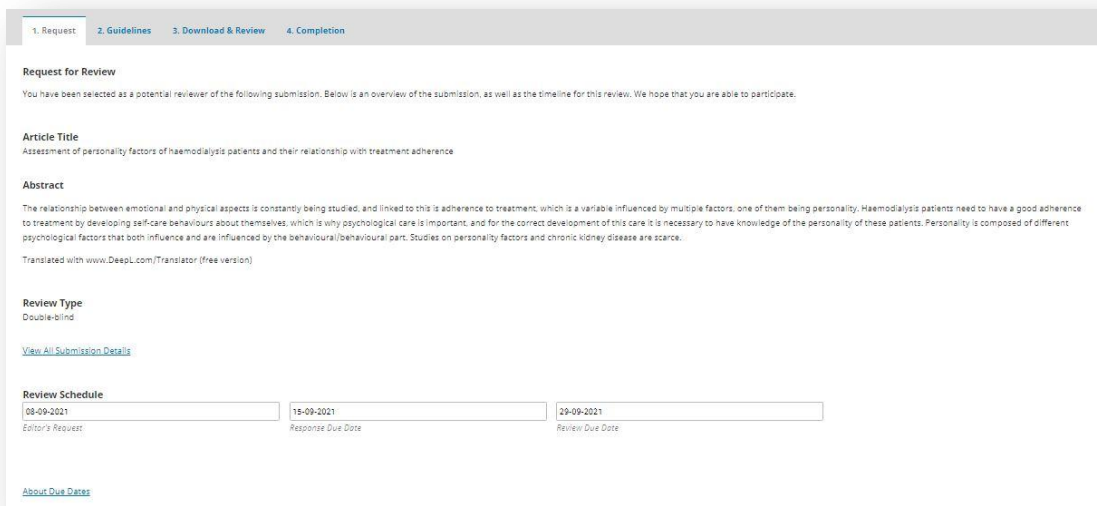
If you cannot review the article for whatever reason, then reject it. If you can review it, accept it and move on to step 2.

Competing Interests
This publisher has a policy for disclosure of potential competing interests from its reviewers. Please take a moment to review this policy.

Competing Interests

⦿ I do not have any competing interests
◯ I may have competing interests (Specify below)

☐ Yes, I agree to have my data collected and stored according to the privacy statement.

| Accept Review, Continue to Step #2 | Decline Review Request |

Step 2 shows the reviewer guidelines.

Review:Manuscript submission proof

| 1. Request | 2. Guidelines | 3. Download & Review | 4. Completion |

Reviewer Guidelines

All manuscripts will be reviewed anonymously by at least two independent expert professionals (double-blind peer-review). All members of the Committee of Experts will follow an established protocol for the evaluation of each specific type of manuscript (original article, case reports, and review). If the manuscript needs corrections, they should be submitted to ENFERMERÍA NEFROLÓGICA in less than 15 days through the editorial platform. The author has the right to know at all times the state is the manuscript. To this end, throughout the review process, the platform indicates the state.

Review by the authors

To facilitate the task to the Committee, when the manuscript previously assessed is submitted again, authors will present the modifications (section, page, line) and in the case of not including one of them, the reasons. All modifications to the text, figures and graphics should be identified with a different color or font. After the assessment, the Editorial Committee will inform the corresponding author about the acceptance or rejection of the article for publication in the journal. In case of acceptance, you should proceed to the verification of ethical standards and conflicts of interest.

The Journal reserves the right to reject manuscripts considered not adequate for publication, as well as to introduce style changes and / or shorten texts, respecting the original version.

| Continue to Step #3 | Go Back |

Once you have reviewed the guidelines, download the article for review. Once you have reviewed it, and have noted any aspects of importance, complete the article assessment form.

Original articles and clinical cases require different assessment forms.

Original submission form

Original

Original and unpublished scientific papers. (Download the evaluation template)

Aspects to take into account in the evaluation (develop in the form of free text)

Suitable title *

[▾]

Introducción (adecuada y objetivos claros) *

[▾]

Metodología (adecuada para alcanzar los objetivos propuestos) *

[▾]

Resultados (son adecuados, se hace un buen uso de figuras/tablas)

[▾]

Discusión/Conclusiones (adecuada y las conclusiones responden a los objetivos propuestos)

[▾]

Bibliografía (adecuada, tanto en número como en antigüedad) *

[▾]

Please write the assessor's comments on each of the following aspects in the "Comments" section below. (To make authors' lives easier, we would be grateful if the assessor's comments were inserted individually throughout the document sent with the research (by clicking on "Insert//Comment" in the word document). Please attach once reviewed.

- Suitable title
- Proper summary (includes objectives, design, methods, variables, main results and conclusion), all in max. 250 words.
- Suitable keywords
- Appropriate discourse structure. Style is appropriate, clear and concise, and follows a logical sequence. Acronyms/abbreviations that appear are explained the first time.
- The topic examined is well identified, defined and clearly structured.
- Topic for development has been justified.
- Objectives are clearly outlined.
- Methodology used is suitable for achieving proposed objectives. Well-defined type of design and study population.
- Suitable study sample.
- Variables to examine and instruments or tools to use are defined.
- An explanation is given regarding ethical aspects, whether approval has been granted by the ethics and research committee and whether informed consent has been requested from participants.
- Statistical tests are appropriate for the variables analysed and in response to the hypothesis.
- Results correspond to the data obtained in the study. Results are relevant to the proposed objectives.
- Discussion section is appropriate.
- Conclusions relate to results and the study aims.
- Bibliographical references are referenced in the text, appear in order of citation and are sufficient and up-to-date.
- Bibliographical references meet journal guidelines.
- Tables and figures are appropriate (not excessive, or to the contrary, more are required). Tables and figures are cited in the text in their order or appearance and have a title. Information that appears in tables and figures is not duplicated in the written text.

REMARKS: *

Clinical case form

Clinical Cases

When assessing clinical cases, please take into consideration:

Originality. Although this is a subjective concept which can have different meanings depending on the reviewer's individual knowledge, this criteria is defined as a "new topic" or "little described" topic, or a well-known topic should be regarded from a different perspective, which has never or little been discussed previously.

Relevance. Interest in the topic handled shall be taken into consideration, and whether the results of the study are applicable to daily clinical practice, regardless of the activity performed in any of its fields.

Structure/ Scientific writing. Scientific accuracy will be assessed in the abstract.

Case study. This section will assess the presentation of the case, positively rating the use of a nursing model and coherent, complete and organised presentation (by needs, patterns, etc.).

Definition of problem(s). The suitability and coherence between the assessment presented and the problem identified will be evaluated, with priority given to the use of nursing classifications in its presentation.

Intervention/Results. This criteria will assess the description of the intervention(s) and its coherence in answering the described problem(s), and the results obtained after implementation of this/these intervention(s). The use of nursing outcome or intervention classifications will be rated very positively.

Conclusions. Have they been formulated from the results? Are they relevant? Do they answer the proposed problem in the case? i.e. they are significant, important and relevant.

EVALUATION SHEET [Download worksheet]

Reviewers will have to give a reason for their assessment in the 'Overall evaluation (Remarks)' box.

1.-Originality

*

○ Not at all original (topic already well known and previously published)
○ Not very original (topic well known with hardly any new information)
○ Quite original (different nuance or novel perspective on a known topic)
○ Very original (extremely novel, topic not well known, new approach)

2.-Relevance

*

○ Not at all relevant (no relation to the area of interest)
○ Slightly relevant
○ Quite relevant
○ Very relevant (related to the area of interest)

3.-Structure/Scientific Writing

*

○ No structuring, not very clear
○ Not very structured, written in language that is not very scientific
○ Lacking in a structural element, scientific language
○ Clear and well-structured, follows guidelines, self-explanatory

4.-Case Estudy

*

○ Data that is not very well organised, coherent or comprehensive
○ Data that is semi-organised, coherent and comprehensive
○ Data that is well organised, coherent and comprehensive

5.-Definition of problem

*

○ Not defined, not suitably presented
○ Not particularly well presented, imprecise
○ Quite suitable and coherent as it is presented
○ Well described, uses NANDA taxonomy/collaborative problem, clearly identifies the problem

6.-Intervention/Results

*

○ Not described, not representative of the problem defined
○ Partially described, partially answers the problem defined
○ Clear, accurate and answers the problem defined, uses NOC/NIC taxonomy

7.-Conclusions

*

○ Not described, not representative of the problem defined
○ Partially described, partially answers the problem defined
○ Clear, accurate and answers the problem defined, uses NOC/NIC taxonomy

8.-Overall Evaluation (Remarks) *

Once you have assessed the corresponding form for the submission assigned to you and explained the reasons for your responses, you must make a recommendation regarding whether to:

-Accept the submission

-Publish it following a revision

-Resubmit it for review

-Submit it elsewhere

-Decline the submission

-See comments

Recommendation

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

Choose One
Accept Submission
Revisions Required
Resubmit for Review
Resubmit Elsewhere
Decline Submission
See Comments

Submit Review   Save for Later   Go Back

* Denotes required field

Once you have finished, click on the 'Submit request' button, and the submission review is complete.

Review:Manuscript submission proof

1. Request   2. Guidelines   3. Download & Review   4. Completion

Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.
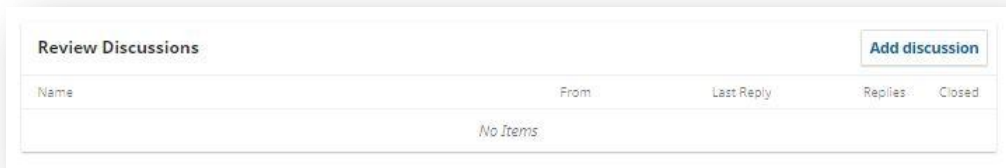
Review Discussions   Add discussion

Name   From   Last Reply   Replies   Closed

No Items

The editor will be notified automatically by the platform that you have completed your review.

Reviewers can also send a message to the editor to inform them that they have finished, together with any other comments or files.

To send a message to the editor, add them in the 'Discussions' section.

To upload any files, go to the "Review Discussions" "Add discussion" section → and click on 'Upload File'. You can add text, pdf or image files.