

PEER REVIEW POLICY

Manuscripts submitted to the *Rhode Island Medical Journal* (RIMJ) are subject to a blinded peer review process. Manuscripts are assigned to peer review after an initial screening by the Editor-in-Chief or Senior/ Associate Editors.

Manuscripts will be reviewed by one or two peer reviewers and the Editor-in-Chief. Editors will solicit peer reviewers based on expertise, availability, and willingness. Reviewers will be asked to complete their reviews within two to six weeks.

Review process

Reviewers can either provide comments in an e-mail, create a word document for comments, or embed their comments/track changes in a manuscript. The Editor-in-Chief and or Senior Editors will de-identify all comments and changes.

Peer reviewers will make an initial decision regarding whether to:

- Accept
- Accept pending revision
- Minor Revision
- Major Revision
- Reject with invitation to resubmit as a new manuscript
- Reject
- Post review

Manuscripts recommended for revisions will be returned to the authors. The expected turnaround period for revisions is six weeks or less.

Authors are encouraged to submit a detailed response with their revisions showing how each comment of the reviewers has been addressed, as well as a clean and track-changed revision.

Revised manuscripts are returned to the initial peer reviewers for approval. The final decision to accept a manuscript rests with the Editor-in-Chief or Senior Editors.

Manuscript preparation

The managing editor will ensure that the manuscript is compliant with RIMJ style and formatting requirements, and will return to authors for adjustment if necessary. Manuscripts will be edited for grammatical correctness, adhering to the AMA Manual of Style, and edited for clarity, readability, conciseness, and organization.

The polished manuscript will then undergo Graphic production of galleys.