CISSE PUBLICATION EDITORIAL POLICIES

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Other contributed articles are not usually peer-reviewed. Nevertheless, articles published in these sections, particularly if they present technical information, may be peer-reviewed at the discretion of the editors.

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• Have they provided sufficient methodological detail that the experiments could be reproduced?
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Editing referees’ reports
As a matter of policy, we do not suppress reviewers’ reports; any comments that were intended for the authors are transmitted, regardless of what we may think of the content. On rare occasions, we may edit a report to remove offensive language or comments that reveal confidential information about other matters. We ask reviewers to avoid statements that may cause needless offence; conversely, we strongly encourage reviewers to state plainly their opinion of a paper. Authors should recognize that criticisms are not necessarily unfair simply because they are expressed in robust language.

The peer-review system
It is editors’ experience that the peer-review process is an essential part of the publication process, which improves the manuscripts we publish. Not only does peer review provide an independent assessment of the importance and technical accuracy of the results described, but the feedback from referees conveyed to authors with the editors’ advice frequently results in manuscripts being refined so that their structure and logic is more readily apparent to readers.
CISSE publications are appreciative of its peer-reviewers, of whom there are many tens of thousands. It is only by collaboration with our reviewers that editors can ensure that the manuscripts we publish are among the most important in their disciplines of scientific research. We appreciate the time that reviewers devote to assessing the manuscripts we send them, which helps ensure that we publish only material of the very highest quality. In particular, many submitted manuscripts contain large volumes of additional (supplementary) data and other material, which take time to evaluate. We thank our reviewers for their continued commitment to our publication process.

Peer-review publication policies
All contributions submitted to CISSE that are selected for peer-review are sent to at least one, but usually two or more, independent reviewers, selected by the editors. Authors are welcome to suggest suitable independent reviewers and may also request that CISSE excludes one or two individuals, laboratories, governmental agency or business. The journal sympathetically considers such requests and usually honors them, but the editor’s decision on the choice of referees is final.

As a condition of agreeing to assess the manuscript, all reviewers undertake to keep submitted manuscripts, associated data, and their own peer review comments confidential, and not to redistribute them without permission from CISSE. If a reviewer seeks advice from colleagues while assessing a manuscript, he or she ensures that confidentiality is maintained and that the names of any such colleagues are provided to the journal with the final report. By this and by other means, CISSE endeavor to keep the content of all submissions confidential until the publication date other than in the specific case of its embargoed press release available to registered journalists. Peer review comments should remain confidential after publication unless the referee obtains permission from the corresponding author of the reviewed manuscript and CISSE publication the comments were delivered to. Although we go to every effort to ensure reviewers honor their promise to ensure confidentiality, we are not responsible for the conduct of reviewers.

Reviewers should be aware that it is our policy to keep their names confidential, and that we do our utmost to ensure this confidentiality. Under normal circumstances, blind peer-review is
protected from legislation. We cannot, however, guarantee to maintain this confidentiality in the face of a successful legal action to disclose identity in the event of a reviewer having written personally derogatory comments about the authors in his or her reports. For this reason as well as for reasons of standard professional courtesy, we request reviewers to refrain from personally negative comments about the authors of submitted manuscripts. Frank comments about the scientific content of the manuscripts, however, are strongly encouraged by the editors.

CORRECTION AND RETRACTION POLICY

We recognize our responsibility to correct errors that we have previously published. Our policy is to consider refutations (readers' criticisms) of primary research papers, and to publish them (in concise form) if and only if the author provides compelling evidence that a major claim of the original paper was incorrect. Refutations are peer-reviewed, and where possible they are sent to the same referees who reviewed the original paper. A copy is usually also sent to the corresponding author of the original paper for signed comments. Refutations are typically published in the Events section of our website or the Correspondence section of the following Edition of the publication, sometimes with a brief response from the original authors. Some submitted refutations are eventually published as retractions by the paper’s authors. In both cases, the published refutation or retraction is linked online to the original paper, and the published paper is linked online to the refutation or retraction.

Complaints, disagreements over interpretation and other matters arising should be addressed to the editor of the CISSE publication concerned. Because debates over interpretation are often inconclusive, we do not automatically consider criticisms of review articles or other secondary material, and in the event that we decide to publish such a criticism we do not necessarily consult the original authors. Editorial decisions in such cases are based on considerations of reader interest, novelty of arguments, integrity of the publication record and fairness to the parties involved. Publication may take various forms at the discretion of the editor.

Corrections are published for significant errors in non-peer-reviewed content of the CISSE publications at the discretion of the editors. Readers who have identified such an error should
send an email to the general email address of CISSE, clearly stating the publication reference, title, author and section (e.g. News, Essay) of the article, and briefly explaining the error.

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**Corrigendum**
Notification of an important error made by the author(s) that affects the publication record or the scientific integrity of the paper, or the reputation of the authors or the publication. All authors must sign corrigenda submitted for publication. In cases where coauthors disagree, the editors will take advice from independent peer-reviewers and impose the appropriate amendment, noting the dissenting author(s) in the text of the published version.

**Retraction**
Notification of invalid results. All coauthors must sign a retraction specifying the error and stating briefly how the conclusions are affected, and submit it for publication. In cases where coauthors disagree, the editors will seek advice from independent peer-reviewers and impose the type of amendment that seems most appropriate, noting the dissenting author(s) in the text of the published version.
Addendum

Notification of a peer-reviewed addition of information to a paper, usually in response to readers' request for clarification. Addenda are published only rarely and only when the editors decide that the addendum is crucial to the reader's understanding of a significant part of the published contribution.

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