

## Purposes

- As an author
  - To provide you with useful feedback that you can use to improve your paper
  - To help you learn how to receive and use constructive but potentially hard-hitting feedback
- As a reviewer
  - To help you learn how to critically review a paper and provide the authors with constructive criticism and suggestions that they can use to improve the paper

## Structure

- The total session time will be two hours
- Two papers will be reviewed, with one hour per paper for presentation and feedback
- The paper presentation should be **no more than 15 minutes**
  - This leaves 45 minutes for feedback
- Each reviewer will have **8 minutes** to present and discuss their key feedback for the authors
  - There are 4-5 reviewers for each paper
- One of the mentors for the paper will have a google doc open in which to take notes on all the feedback
  - This document will be shared with all reviewers but the mentor will have primary responsibility to be sure the main points are recorded in the document

## Guidelines for Presenters and other Authors

- ***Please download and read the PRCI Core Center training materials on “[How to give effective research presentations](#)”.*** Please use the suggestions there as you put your powerpoint together and practice its presentation
- Only one presenter – choose one person from your authorship team to present
  - Other authors on the paper can respond to questions and feedback if the team wishes
- Take no more than 15 minutes to present the paper. You will be notified when there are 3 and 1 minutes left, and you will be expected to end at 15 minutes
  - People will have read the paper, so you do not need to get into all the details
  - We will then have 45 minutes for feedback on your paper
- You and your co-authors (including your mentors) should review this file soon after the feedback session and develop a revision plan and timeline for finalizing the paper
- Be open to all the input you receive. Do not be defensive. **Receiving and using criticism is how you grow**
- If you do not understand a comment, ask for clarification. **Use this session to learn all you can to improve your paper**

## Guidelines for Reviewers

- ***Please read and apply the tips in the document I sent on 9 April on “Guidelines for preparing for the live review session for PRCI Core Center research papers.” [You can also download the paper at this link.](#)***
- You do NOT need to prepare a formal written review, but you DO need to carefully prepare the comments that you will give
- Remember that you have 8 minutes to provide your most important feedback and discuss it with the author(s)
- Apply the “guidelines for giving useful feedback” in the file linked above:
  - Be constructive
  - Be respectful
  - Be specific
  - Use positive phrasing
  - Suggest solutions to a problem, if you can