GUIDELINES FOR PREPARING RESPONSES TO REVIEWERS

To answer a peer reviewer, you should respond **point-by-point** to each comment politely, acknowledge agreement with changes, and respectfully explain disagreements with evidence.

Create a **separate response letter** that quotes each comment and details the specific revisions made, or clearly explains why a suggestion was not followed.

Before you respond

- Do not respond in an aggressive or emotional way, even if the review feels unfair. The goal is to work with the editor to improve the paper.
- Reread the comments several times before reacting.
- Discuss the comments and your response strategy with your co-authors.
- Structure your response letter
- Begin by thanking the editor and reviewers for their time and feedback.
- Address every comment individually and number your responses.
- For clarity, paste the reviewer's original comment in italics or a distinct format and then provide your response below it.

How to handle different types of comments

If you agree: State that you agree with the comment and explain the specific changes you have made in the manuscript. Be sure to indicate the exact page and line number where the change can be found.

If you disagree: Respectfully explain why you are not making the suggested change. Back up your reasoning with scientific evidence, a rational explanation, or a citation if possible. You can say something like, "Thank you for this suggestion, but we chose not to make this change because...".

If additional work is needed: Do the work if feasible. If not, explain tactfully why it cannot be performed. You can also use supplementary materials or appendices to provide extra data and refer to them in your response.

Finalizing your response

- **Mark your manuscript:** Clearly **mark all changes** in the **revised manuscript**, either by **highlighting** the additions.
- **Proofread:** Review your response letter for clarity, tone, and accuracy before submitting it.
- **Name** and **signature** of the corresponding author and **date** when signed.