

# Author-Directed Peer-Review (ADPR) Form (see p. 2 for details)

If using Adobe Reader, please upload this form at <http://www.pdfescape.com/> where you can complete and save the completed form to your computer as a .pdf file. If using Adobe Acrobat Professional, you can save the completed file directly. Please submit the completed form (as a .pdf file), together with files indicated in 1 and 4 below (if applicable), as an email attachment to the corresponding author at the email address below. If a signature is being provided for item 2.3, please also print this form, add the signature and date, and mail to the corresponding author's postal address below.

MANUSCRIPT TITLE:

List of all authors

CORRESPONDING AUTHOR INFORMATION:

Full name

Email

Postal address

REFEREE INFORMATION:

Full name

Email

Postal address

CHECK ALL THAT APPLY:

1.  A review of the manuscript is included as a separately attached file with this completed form.
2. Recommendation regarding publication (check 2.1, 2.2, or 2.3):
  - 2.1  Not recommended, and I would not be interested in assessing a revised manuscript.
  - 2.2  May be recommended after revision;  I would review a revised manuscript, if asked.  I would not review a revised manuscript.
  - 2.3  Recommended. With my signature below, I grant the author permission to acknowledge, within the paper, my endorsement for publication, in the event that the paper is published in any journal, EXCEPT (if applicable) in those excluded journals listed in the box below. This permission is conditional upon (check all that apply):
    - My being granted (by the publishing journal) an opportunity to post/publish online my commentary on the paper, alongside the author's paper in the event that it is published.
    - Payment in full of the invoice\* included with this completed form.

Excluded journals:

Referee signature

Date (DD/MM/YYYY)

3.  I recommend the following journal(s) for which the paper would be suitable for submission:

4.  An invoice\* for reviewing service is included as a separately attached file with this completed form

\* an invoice will be payable only if a written review is provided, and, in the event that Box 2.3 is checked, only if this form is printed, signed and dated in the space above, and mailed to the corresponding author.

## How ADPR works \*

---

- (1) The author solicits his/her own referees, and negotiates a fee if referees require financial reimbursement - in order to allocate the necessary time to provide a high quality review. If so, the referee might choose to invoice for a prepayment/retainer, or after review for services rendered. For most journals, it will be important to seek referees who hold a PhD, or who are registered in, and expected soon to complete, a PhD program.
- (2) The author asks the referee to complete and return the ADPR review form with: (i) a standard review; and, if publication is recommended, (ii) a signed statement granting the author permission to acknowledge, within the paper, the referee's endorsement for publication (to be verified by the receiving journal, see below) in the event that the paper is published; and (iii) the referee's recommendation for which journal(s) the paper would be particularly suitable for submission. The referee also has the option of indicating a list of journals (if any) for which the above endorsement does not apply, and whether the endorsement is conditional upon the referee being able to post/publish online a commentary on the paper, alongside the author's paper in the event that it is published. In a separate cover letter, the author could include specific requests, e.g. to have the paper reviewed with particular target journals in mind, or to provide special editing for English grammar/style etc. If it happens that a referee is able to provide an important contribution to the paper, then negotiation may follow for co-authorship, thus requiring that the new manuscript be submitted to a replacement referee for independent review.
- (3) The author receives the above items from each referee, revises the manuscript, as necessary, and asks the same referees to evaluate the revision (if needed, and with further reimbursement if necessary), or, if not interested, then additional referees would be solicited by the author.
- (4) Once the author has collected at least two favourable independent reviews with all three items in (2) above, the author submits the manuscript to the journal(s) of his/her choice, together with the signed ADPR forms (scanned or faxed) indicating the referees' consent to be named within the published paper as endorsing referees.
- (5) After standard screening for suitability (e.g. confirming that the topic/content of the submitted manuscript is suitable for the aims and scope of the journal), the editor of the receiving journal sends the paper to the referees identified by the submitting author, requesting their confirmation that the submitted version is indeed the same version that they reviewed and endorsed earlier. If required, the editor may also request copies of these earlier reviews. The editor might also elect to have an advisory/subject editor evaluate the paper regarding any special journal requirements - e.g. assessment of certain statistical/data analyses reported in the submitted manuscript in the event that the referees may not have been qualified for this evaluation. [For IEE \*, an advisory editor would confirm that the paper meets the criteria of the 'review pipeline' for manuscript acceptance, available at:  
<http://qspace.library.queensu.ca/bitstream/1974/6361/1/iee-ReviewPipelineForManuscriptEvaluation.pdf>]
- (6) If the journal accepts the paper, then the referees' names are disclosed in the published article as a public endorsement that the paper was indeed peer-reviewed and recommended for publication. If the journal rejects the manuscript, the author can then immediately submit the paper, together with the same reviews, to a different journal (or series of journals) as necessary, until publication is found. Importantly, in this process, it is unnecessary to have the paper reviewed again and again by a different series of referees every time the author re-submits to a different journal. Accordingly, there is no reason - in theory - that the manuscript could not be submitted simultaneously to more than one journal.

---

\* Aarssen LW and Lortie CJ (2010). Ideas for judging merit in manuscripts and authors. *Ideas in Ecology and Evolution* 3: 28-34. [<http://library.queensu.ca/ojs/index.php/IEE/article/view/3215/3171>]

This ADPR form can be downloaded at:

<https://qspace.library.queensu.ca/jspui/bitstream/1974/6362/1/ADPR%20form.pdf>