

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

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## How ADPR works \*

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- (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:  
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\* 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>]

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