ergoscience
Wissenschaft in der Ergotherapie – Advances in Occupational Therapy

Juli 2025

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Peer Review Process

Dear reviewer
Thank you very much for your support in reviewing submitted manuscripts. You make a significant contribution to the quality of ergoscience. The following list is intended to give you an overview of the review process. We follow the guidelines for medical journals of the International Committee of Medical Journal Editors (http://www.icmje.org/index.html).

The review process

- The editor sends the topic of the manuscript to several reviewers and asks for notification within three days as to whether the respective reviewer can prepare the review within the next three weeks.
- If you come to the decision that you consider the manuscript to be unsuitable when you first skim it, you can let us know immediately. If the second reviewer comes to the same conclusion, we may shorten the process and reject the submission.
- After three days, the editor decides on two reviewers and sends them the manuscript and a document for feedback to the authors.
- Formal requirements for the manuscript are already checked when the manuscript is received. The editor will send you this assessment so that you can see what the author still needs to change formally. You can focus your review on the quality of the content!
- The review criteria ("Form for the critical review of qualitative studies" and "Form for the critical review of quantitative studies") will be sent to you together with the anonymized manuscript.
- There are four review options (review result evaluation form): (1) accepted without changes, (2) accepted after minor revision, (3) resubmit for review after substantial revision, (4) paper not suitable.
- The reviewers send their feedback, including their assessment, to the editor as soon as possible (but within three weeks at the latest). It is very important that you enter your review in the provided form!
- The editor compiles the feedback from all reviewers and sends it to the authors. If the assessment by the two reviewers is not unanimous, the editor decides how to proceed (e.g. requests a further review).
- Reviewers who rate the manuscript as "resubmit for review after substantial revision" will receive the revised version for re-review, which should take place very as soon as possible.
- The reviewers are encouraged to review critically, but also very constructively. Positive and negative feedback should be balanced, suggestions for changes should be stated as specifically as possible and rejections should be justified in such a way that the authors can accept them as well as possible and remain motivated to continue submitting manuscripts to ergoscience.
- The review should be submitted no later than three weeks after receipt of the manuscript. Please adhere to this deadline to ensure a swift review process.

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