

# How to do a pre-review

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Workshop Manajemen Publikasi Berbasis OJS  
(Submit, Review, Editing, Publish)

Universitas Widya Dharma, August 31th 2019



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This certifies that

**Eric Kunto Aribowo**

has successfully completed every module within  
Fundamentals of peer review

on Thursday 25 October, 2018

**Suzanne BeDell**  
Managing Director, Education  
Reference & Continuity Books

**Philippe Terheggen**  
Managing Director  
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**[erickunto.com/prereview](https://erickunto.com/prereview)**

Link to this material



# 01

## Behind peer-review

1. Why should you review?
2. Editor's view: what makes a good reviewer

# 02

## Before agreeing to review

1. Do you have any conflicts of interest?
2. Are you an expert in this field?
3. Can I maintain confidentiality? and more...

# 03

## Research and publication ethics

1. Research ethics
2. Publication ethics
3. Image manipulation

# 04

## Technical issue

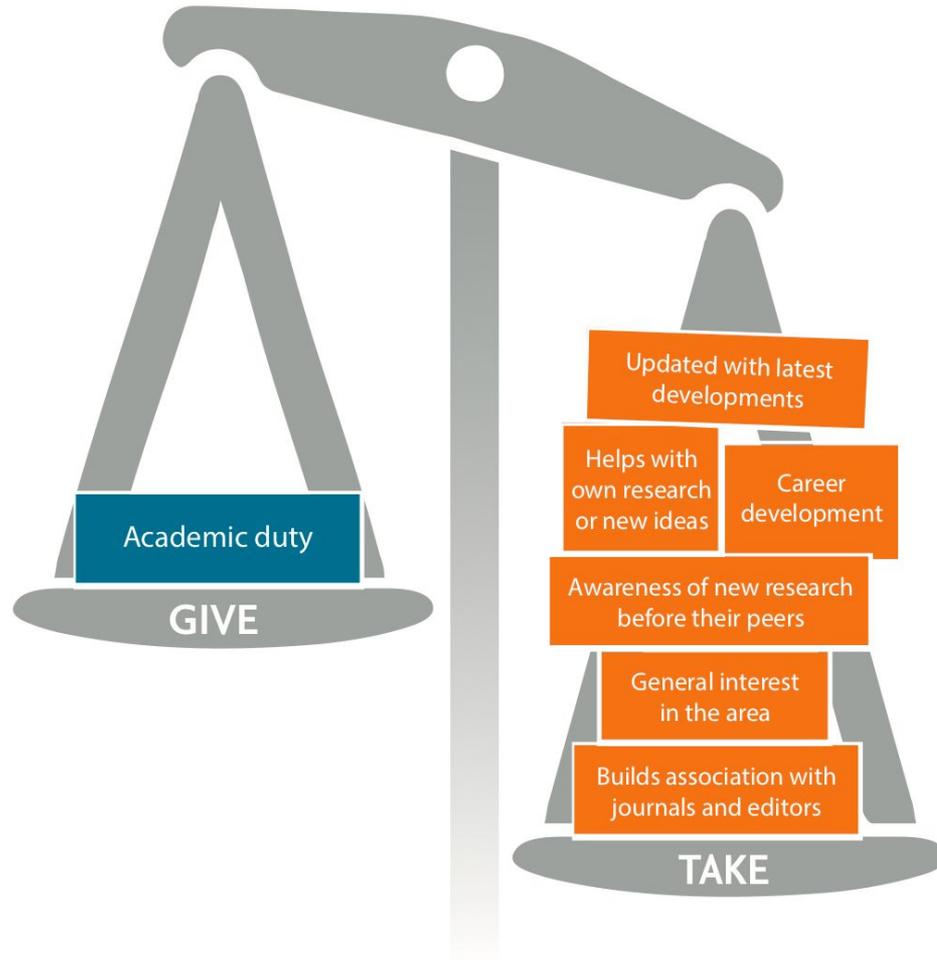
1. Peer-review process
2. Pre-review timeline
3. Review template from Publons Academy
4. How to add comments and remove your personal information

"After all, the ultimate **goal** of all  
**research** is not objectivity,  
but **truth**."

–Helene Deutsch

# 01. Behind peer-review

1. Why should you review?
2. Editor's view: what makes a good reviewer



Why should you review?

- Provides**    a thorough and **comprehensive** report
- Submits**    the report **on time**
- Provides**    **well-founded** comments for authors
- Gives**    **constructive** criticism
- Demonstrates**    **objectivity**
- Provides**    a **clear** recommendation to the editor

## Editor's view: what makes a good reviewer

## 02. Before agreeing to review

### 5 Questions:

1. Do you have any conflicts of interest?
2. Are you an expert in this field?
3. Can I maintain confidentiality?
4. Can I provide a fair and constructive review?
5. Can I meet the deadline?



### 1. Conflict of interest

avoid reviewing collaborators/colleagues and competing papers



### 2. Expert in the field

be confident about your knowledge and be honest about your abilities



### 3. Confidentially

don't disclose sensitive information and do consult colleagues for specific advice



### 4. Fair & constructive

be honest and critical  
be polite and constructive



### 5. Meet the deadline

be realistic about your time  
be sure to submit on time

# 03. Ethics

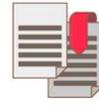
1. Research ethics
2. Publication ethics
3. Data manipulation



Simultaneous Submission



No Informed Consent



Duplicate Submission



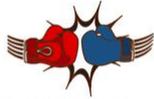
Salami Slicing



Non-Disclosure of Safety Procedures



No Permission for Data/Information Usage



Conflicts of Interest



Authorship Issues



Copyright Infringement



Data Falsification



Plagiarism



Data Fabrication



Image Manipulation



### Red flags to identify research misconduct

- Raw data not available
- Materials and methods not shared
- Results not reproducible
- Results supporting the hypothesis seem too good to be true
- Research work got completed at an unusually fast rate!

## WHAT IS IMAGE MANIPULATION?



**Cropping** that changes the context of the final image



**Brightness/contrast adjustment** that fades or vanishes part(s) of the image



**Selective enhancement** of the image with the intent to support the proposed hypothesis



**Colour adjustment** that distorts the observation and the conclusion from the image



**Cloning** an object into an image in which it did not appear previously

## WHAT ARE THE IMPLICATIONS?



Affects research integrity. Considered a misconduct



Impacts reproducibility of the outcome



May result in paper retraction, damaged reputation and career, etc.

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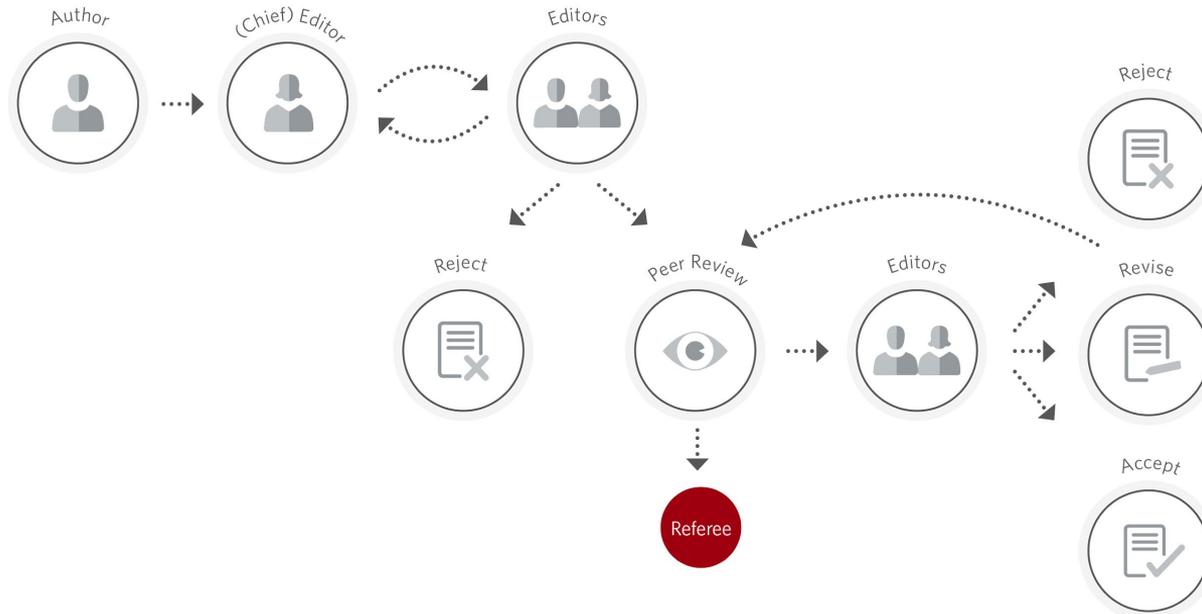
# Image manipulation



**Read more about Ethical Guidelines for peer reviewers on COPE**

# 04. Technical issue

1. Peer-review process
2. Pre-review timeline
3. Review template from Publons Academy
4. How to add comments and remove your personal information



## Peer-review process

Adapted from: Ritu Dhand. (2019). *Recognising the contribution of Nature Research journal referees.* [Link](#)



### Check your inbox

You will get **Article Review Request** and response to request

### Read the guidelines

Check for journal **guidelines** & understand the **aims** and **scope** of the journal



### Give comments

Begin reviewing a paper, use **professional** tone and ask for **clarification**



### Submit your report

Proof-read your emails & review and submit your **comprehensive** report on time

## Pre-review timeline



Paper title:

Aim(s):

DOI:

Review due date: / /

Section	Points to Ponder	Review comments and notes
Abstract, title and references	<ul style="list-style-type: none"> <li>Is the aim clear?</li> <li>Is it clear what the study found and how they did it?</li> <li>Is the title informative and relevant?</li> <li>Are the references:                             <ul style="list-style-type: none"> <li>Relevant?</li> <li>Recent?</li> <li>Referenced correctly?</li> <li>Are appropriate key studies included?</li> </ul> </li> </ul>	
Introduction/ background	<ul style="list-style-type: none"> <li>Is it clear what is already known about this topic?</li> <li>Is the research question clearly outlined?</li> <li>Is the research question justified given what is already known about the topic?</li> </ul>	
Methods	<ul style="list-style-type: none"> <li>Is the process of subject selection clear?</li> <li>Are the variables defined and measured appropriately?</li> <li>Are the study methods valid and reliable?</li> <li>Is there enough detail in order to replicate the study?</li> </ul>	
Results	<ul style="list-style-type: none"> <li>Is the data presented in an appropriate way?                             <ul style="list-style-type: none"> <li>Tables and figures relevant and clearly presented?</li> <li>Appropriate units, rounding, and number of decimals?</li> <li>Titles, columns, and rows labelled correctly and clearly?</li> <li>Categories grouped appropriately?</li> </ul> </li> <li>Does the text in the results add to the data or is it repetitive?</li> <li>Are you clear about what is a statistically significant result?</li> <li>Are you clear about what is a practically meaningful result?</li> </ul>	
Discussion and Conclusions	<ul style="list-style-type: none"> <li>Are the results discussed from multiple angles and placed into context without being overinterpreted?</li> <li>Do the conclusions answer the aims of the study?</li> <li>Are the conclusions supported by references or results?</li> <li>Are the limitations of the study fatal or are they opportunities to inform future research?</li> </ul>	
Overall	<ul style="list-style-type: none"> <li>Was the study design appropriate to answer the aim?</li> <li>What did this study add to what was already known on this topic?</li> <li>What were the major flaws of this article?</li> <li>Is the article consistent within itself?</li> </ul>	



**Structure your comments into a full review:**

<p><b>Overall statement</b> or summary of the article and its findings in your own words</p>	
<p>Overall <b>strengths</b> of the article and what <b>impact</b> it might have in your field</p>	
<p>Specific comments on <b>weaknesses</b> of the article and what could be done to improve it</p>	<p>Major points in the article which needs clarification, refinement, reanalysis, rewrites and/or additional information and suggestions for what could be done to improve the article.</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol> <p>Minor points like figures/tables not being mentioned in the text, a missing reference, typos, and other inconsistencies.</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>



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## ANALISIS KESALAHAN EJAAN DAN MORFOLOGI PADA IKLAN MEDIA LUAR RUANG DI KABUPATEN KEDIRI

### *SPELLING AND MORPHOLOGICAL ERRORS ANALYSIS ON OUTDOOR MEDIA ADVERTISING IN KEDIRI DISTRICT*

#### Abstrak

Pada era informasi saat ini, kreasi bahasa banyak ditemukan pada media iklan. Hal tersebut membuat bahasa Indonesia yang sesuai kaidah yang benar semakin tergeser oleh bahasa iklan yang banyak mengalami kesalahan. Penelitian ini bertujuan untuk menganalisis kesalahan berbahasa secara ejaan dan morfologi pada iklan media luar ruang di Kabupaten Kediri. Penelitian ini menggunakan metode kualitatif deskriptif. Wujud data dalam penelitian ini berupa kata-kata, kalimat, dan wacana yang berupa baliho, spanduk, dan papan nama yang terdapat di wilayah Kabupaten Kediri. Teknik pengambilan sampel yang digunakan pada penelitian ini adalah teknik *purposive sampling* dalam hal ini peneliti memilih iklan yang berada di luar ruang baik iklan komersil, maupun iklan nonkomersil yang terdapat di wilayah Kabupaten Kediri. Adapun teknik pengumpulan data yang digunakan dalam penelitian ini adalah teknik dokumentasi dan teknik catat. Sementara itu, analisis data yang dilakukan dalam penelitian ini terdiri dari empat komponen, yaitu pengumpulan data, reduksi data, penyajian data, dan penarikan kesimpulan. Hasil penelitian ini menunjukkan bahwa masih banyak terdapat kesalahan bahasa pada iklan media luar ruang di Kabupaten Kediri baik pada penggunaan ejaan, maupun morfologi. Kesalahan tersebut terdiri dari kesalahan ejaan sebanyak 14 dan kesalahan morfologi sebanyak 7. Kesalahan bahasa dari segi ejaan antara lain kesalahan pada kata tidak baku atau kesalahan penulisan unsur serapan, penulisan kata, penulisan singkatan, penulisan tanda baca, dan penulisan angka. Adapun kesalahan bahasa secara morfologis antara lain penyingkatan alomorf meng-,men-,mem-, penyingkatan prefiks ber-, ter-

Eric Kunto Aribowo A few seconds ago  
You can add your comments and suggestions here

Page 1 of 13 4070 words English (United States) Focus 162%

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- ◀ Ritu Dhand. (2019). *Recognising the contribution of Nature Research journal referees*. [[Article](#)]

# Thanks

Does anyone have any questions?

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