



Editorial Assessment and Processing Quiz

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Directions: According to the *AMA Manual of Style*, “The principal goals of editing biomedical publications are to select, improve, and disseminate information that will advance the art and science of the discipline covered by the publication.” To achieve these goals, it is important to understand the procedures involved in editorial assessment and processing. The following questions test your knowledge of the assessment and processing of manuscripts. For further explanation of the correct answers, refer to chapter 6 of the *AMA Manual of Style* (pp 301-312).

1. What are the 2 phases of the manuscript assessment process?
 - author communication and peer review
 - editorial review and peer review
 - editorial review and manuscript editing

2. Who on the editorial team makes decisions regarding rejection, revision, and acceptance of manuscripts?
 - editor
 - peer reviewer
 - both the editor and peer reviewer

3. What are the 2 major criteria in the evaluation of manuscripts?
 - author prestige and manuscript quality
 - manuscript importance and manuscript quality
 - manuscript timeliness and author prestige

4. What is the process by which experts review a manuscript to determine how good the paper is and how it can be improved?
 - editorial processing
 - manuscript assessment
 - peer review





5. Who is responsible for selecting peer reviewers?

- author
- editor
- editorial staff

6. Which stage of editorial assessment and processing is the most appropriate time for the editor to make suggestions regarding condensing the manuscript or adding more data?

- acceptance
- peer review
- revision

7. Who is responsible for coordinating communication among the editor, author, and production staff?

- editor
- author
- manuscript editor

8. What is open peer review?

- peer reviewers are selected by the authors
- peer reviewers are known by the authors
- peer reviewers are not known by the authors

9. Historically, in a traditional publishing process, who is responsible for checking the manuscript copy word for word against the typeset copy?

- author
- manuscript editor
- proofreader

10. Currently, what is the role of the proofreader?

- check the proof against the author's original manuscript
- find and correct errors introduced during the production process
- check the proof word for word against the typeset copy





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11. Who has full and final authority for approving advertisements and enforcing advertising policies?

- advertising director
- editorial board
- editor

12. Who determines the editorial content of each issue?

- advertising department
- editorial board
- editor or managing editor

