

Editorial Assessment and Processing Quiz

by Laura King, MA, MFA, ELS

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.

1. What are the 3 phases of the editorial assessment of a manuscript?
 - a. author communication, peer review, and copyediting
 - b. initial editorial review, peer review, and editorial assessment and decision-making
 - c. initial editorial review, editorial assessment and decision-making, and manuscript editing
2. Who on the editorial team can make decisions regarding rejection, revision, and acceptance of manuscripts?
 - a. editor in chief
 - b. peer reviewer
 - c. manuscript editor
3. What are the 3 major criteria in the evaluation of manuscripts submitted for publication?
 - a. author prestige, validity, and topic
 - b. importance, validity, and quality
 - c. timeliness, author prestige, and quality
4. What is the process by which experts review a manuscript to determine how good the manuscript is and how it can be improved?
 - a. editorial processing
 - b. manuscript assessment
 - c. peer review

5. Who is responsible for selecting peer reviewers?
 - a. author
 - b. editor
 - c. editorial staff

6. Who is responsible for coordinating postacceptance communication among the editor, author, and production staff?
 - a. editor
 - b. author
 - c. manuscript editor

7. What is open peer review?
 - a. peer reviewers are selected by the authors
 - b. peer reviewers are known by the authors
 - c. peer reviewers are not known by the authors

8. If at the editing stage of the manuscript the author requests major substantive changes (eg, inclusion of additional data or analyses, requests for addition of figures or tables), who is responsible for approving these changes?
 - a. editor in chief or decision-making editor
 - b. manuscript editor and chief manuscript editor
 - c. author and coauthors

9. What is the term for a composite judgment made by the editor regarding the merits of a particular submission relative to the merits of other submissions under evaluation at the same time, weighed in the context of articles the journal has recently published, has scheduled for publication, or has under consideration?
 - a. timeliness
 - b. editorial priority
 - c. manuscript merit

10. Who has ultimate responsibility for all editorial decisions for rejection, revision, and acceptance of submitted manuscripts?
 - a. editor in chief
 - b. deputy/associate editor assigned to review the manuscript
 - c. publisher