

## FOR REVIEWERS

Clinical Pediatric Hematology-Oncology (Clin Pediatr Hematol Oncol, CPHO) is a double-blind peer-reviewed open access journal. CPHO would like to invite you, as an expert in the corresponding field, to review the assigned manuscript. We appreciate your professional assistance in conducting a peer review of the manuscripts (a double-blind peer review). Please peer review the manuscript and send us your comments and appropriate course of action for the manuscript from the list of “acceptance”, “minor revision”, “major revision” or “rejection”, in accordance with CPHO’s “INSTRUCTIONS FOR AUTHORS” and “INSTRUCTIONS FOR REVIEWERS”. Reviewers should also alert the editors of any issues relating to any author misconduct such as plagiarism and unethical behavior. Publication of original articles is dependent primarily on their validity, as judged by peer reviewers and editors. For issues not addressed in these “INSTRUCTIONS FOR REVIEWERS”, such as research and publication ethics, requirements for manuscript preparation, reviewers are referred to “INSTRUCTIONS FOR AUTHORS”. This invitation reflects our view that you are an expert in your field; we hope you will consider it an academic honor.

## PEER REVIEW PROCESS

### 1. Review Process

Clinical Pediatric Hematology-Oncology (Clin Pediatr Hematol Oncol, CPHO) is a double-blind peer-reviewed open access journal. CPHO reviews all manuscripts submitted online via the journal’s website (<http://www.cpho.or.kr>). All submitted manuscripts are screened for possible plagiarism or duplicate publication by Crossref Similarity Check (<https://www.crossref.org/services/similarity-check/>) which uses Turnitin’s iThenticate software (<http://www.ithenticate.com/>) upon arrival, and reviewed for its format by the manuscript editor. After the screening, the Editor-in-Chief sends the manuscript to an Associate Editor of the relevant field. The Associate Editor reviews and sends the manuscript to two peer reviewers in the corresponding field and the English Editor. In addition, if deemed necessary, a review of the manuscript’s statistics may be requested to Statistical Editor. The assigned reviewers can accept or reject the review request. Once the reviewers accept the request, they should submit their decision and comments on the manuscript within 2 weeks. Authors’ names and affiliations are removed during peer review.

On the basis of the comments of the reviewers, the assigned Associate Editor primarily determines whether the article is acceptable or not. A decision is made as “acceptance”, “minor revision”, “major revision” or “rejection”. The acceptance criteria for all papers are based on the quality and the originality of the research and its clinical and scientific significance. Acceptance of the manuscript is decided on the basis of the comments and the recommended decision of the reviewers. The authors can check comments and results of the peer review on the online system. The corresponding author will be requested for revision by e-mail. After revising the manuscript, the corresponding author should submit the revised manuscript online with a reply describing the alterations that have been made in response to the reviewers’ comments item by item. Failure to resubmit the revised manuscript within 60 days is regarded as a withdrawal.

Based on the opinion of the Associate Editors, the Editor-in-Chief will make a final decision on acceptance for publication or rejection for publication of the finally revised manuscripts. Editor-in-Chief can request any further corrections or revisions if necessary. The final decision on acceptance for publication or rejection for publication

will be forwarded to the corresponding author from the Editorial Office by e-mail. After acceptance, the final version of the manuscript should be submitted within 1 week of the request. The order of publication is the duty of the Editor-in-Chief. Any errors discovered in the articles after publication should be notified to the Editorial Office and be inserted in Erratum.

## Review Process of the CPHO

### Editorial Office

All manuscripts submitted online via the CPHO website are screened for possible plagiarism or duplicate publication by Crossref Similarity Check upon arrival and reviewed for its format by the Manuscript Editor.



### Editor-in-Chief

The Editor-in-Chief sends the screened manuscript to an Associate Editor of the relevant field.



### Associate Editor

The Associate Editor appoints two peer reviewers who are specialists in the corresponding field and English Editor, making a total of at least three reviewers. In addition, if deemed necessary, a review of the manuscript's statistics may be requested to Statistical Editor.



### Reviewers

The assigned reviewers can accept or reject the review request. Once the reviewers accept the request, they should submit their comments of peer review and decision on the manuscript within 2 weeks.

The reviewers choose an appropriate course of action from the following list of options: ① Acceptance, ② Minor revision, ③ Major revision, ④ Rejection. Decisions must reflect the "INSTRUCTIONS FOR AUTHORS" and "INSTRUCTIONS FOR REVIEWERS"



### Corresponding Author

When Associate Editor and reviewers' decision is made, the authors can check comments and results of the peer review on the online submission system, and the corresponding author will be requested for revision by e-mail. The corresponding author should submit the revised manuscript online with a reply describing the alterations that have been made in response to the reviewers' comments item by item. Failure to resubmit the revised manuscript within 60 days is regarded as a withdrawal.



### Associate Editor

Associate Editor will make the final decision as "Acceptance", "Minor revision", "Major revision" or "Rejection" on the basis of the comments and the recommended decision of the reviewers, and forward the final decision and the revised manuscript to Editor-in-Chief.



### Editor-in-Chief

Based on the opinion of Associate Editors, Editor-in-Chief will make a final decision on acceptance for publication or rejection for publication of the finally revised manuscripts. Editorial Office and Printing Office will publish the accepted articles after English editing and correction process.

## **2. Appeals of Decision**

Any appeal against the editorial decision must be made within 2 weeks of the date on the decision letter. Authors who wish to appeal a decision should contact the Editor-in-Chief, explaining in detail their reasons for the appeal. All appeals will be discussed with at least one other associate editor. If the associate editor(s) does not agree, the appeal will be discussed at a full editorial meeting. CPHO does not consider second appeals.

## **MANUSCRIPTS ACCEPTED FOR PUBLICATION**

### **1. Basic principles**

If the assigned reviewer believes that he or she is not the appropriate person to review a particular article, he or she can reject the review request, or notify the Associate Editor or Editorial Office. Reviewers should approach the task of reviewing with sincerity, and submit their peer review comments and decision within 2 weeks' time.

### **2. Fairness**

A reviewer should treat all authors fairly. If there is any conflicts of interest, immediately notify the Associate Editor or Editorial Office.

### **3. Confidentiality**

Except when asking for advice in relation to a review, the manuscript and its content should not be disclosed to a third party. The manuscript cannot be cited before publication. The review process is double blind, which means that a reviewer cannot contact the author. If reviewer believes that contact with the author is necessary, then he or she should notify the Associate Editor or Editorial Office.

### **4. Role of Reviewer**

The key role of reviewers is to help the Associate Editor to decide whether to publish a manuscript by giving comments on its academic value. Thus, reviewers must read the manuscript thoroughly and give clear comments. Reviewers should avoid questioning answers that are already present in the manuscript, or criticizing insignificant contents. If the manuscript presents a new concept or topic but needs major revisions, reviewer should give detailed comments to assist publication. When rejecting a manuscript, reviewer should treat authors with courtesy.

## **CONTACT INFORMATION**

### **The Editorial Office of Clinical Pediatric Hematology–Oncology (CPHO)**

King's Garden Officetel 2-220

24, Sajik-ro 8-gil, Jongno-gu, Seoul 03174, Korea

Phone: +82-2-516-6581, Fax: +82-2-516-6582

Editorial Office E-mail: journal@cpho.or.kr

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**Editor-in-Chief**

Hye Lim Jung

Department of Pediatrics, Sungkyunkwan University School of Medicine, Kangbuk Samsung Hospital, Seoul 03181, Korea

E-mail: [journal@cpho.or.kr](mailto:journal@cpho.or.kr)