

**Confidentiality in SPE Peer Review**

**Ethics: Basic Principles**

* **Confidentiality** – Respect the privacy of the review process.
* **Integrity** – Declare any potential conflicts of interest.
	+ Recuse yourself from a review if you feel there may be any conflict.
* **Objectivity** – Do not allow your reviews to be influenced by the origins, nationality, religion, politics, or other nonscientific aspects of the authors.
* Do not use information gained during the peer-review process for your own advantage or to disadvantage or discredit others.

***SPE’s rule of thumb: Referee papers as you would wish others to referee yours.***

**Confidentiality** – **SPE is a single-blind review process!**

* Never reveal your identity. Always phrase your comments in 3rd person.
* Do not directly contact the author(s) or anyone directly involved in the research without permission from the journal leadership.
	+ **Do not use self-citations in your assessment. This reveals identity and violates confidentiality.**
* Do not share the manuscript with others during the review process without obtaining permission from the journal leadership.
* Do not reveal any details of the manuscript or review during or after the review process.

**Additional Guidelines for Peer Review:**

* Be objective and constructive in your review and provide feedback to help the authors improve the manuscript.
* Do not make disrespectful comments or direct personal criticisms toward the author.
* Do not comment on things that do not pertain to the paper’s content.
* Make a deliberate attempt to provide positive feedback, even when declining a paper.
* Do not attempt to rewrite the author’s paper.
	+ Focus on describing high-level changes needed to improve the paper.
* Notify the journal if you become aware of similarities between the manuscript and another published paper.