



## Confidentiality in SPE's Peer-Reviewed Journals

### Basic Principles

- Confidentiality – Respect the privacy of the review process
- Declare any potential conflicts of interest – Recuse yourself from a review if you feel there is any concern
- Do not allow your reviews to be influenced by the origins, nationality, religious, political beliefs, or other non-scientific 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 peer-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 share the manuscript with others during the review process without obtaining permission from the journal leadership first
- Do not reveal any details of the manuscript or review during or after the review process

### Additional guidelines during review:

- Be objective and constructive in your review, and provide feedback that will help the authors improve the manuscript
- Avoid making disrespectful comments that do not pertain to the paper's content
- Do not attempt to rewrite the author's paper. Focus on changes to improve the clarity
- Notify the journal if you become aware of similarities between the manuscript and another published paper