



<u>PREreview</u> is an open project with the mission of bringing more diversity to scholarly peer review by supporting and empowering communities of researchers, particularly those at early stages of their career (ECRs), to review preprints.

This is a **TEMPLATE** document the PREreview team uses to run live reviews on Zoom. If you wish to use this template, please MAKE A COPY of this document and modify it as you see fit.

Instructions are in italics. More on PREreview Live Reviews can be found here.

PLEASE RAISE YOUR ZOOM HAND AS YOU JOIN THE CALL

This is so we know you are not a bot. Failure to raise your hand will lead to immediate removal from this meeting. Participants won't be allowed to enter the call 10 minutes after its beginning. Thank you for your cooperation!

WHEN

Date / Time / Link to find time in your time zone (e.g., the time zone converter)

PREPRINT TITLE

Title / DOI + link

WHERE

Videoconference link goes here

INTRODUCTIONS

CALL FACILITATOR(S)

• Name / email address if you want to be available for questions afterwards

[One or two call facilitators will guide participants through the call ensuring everyone has the opportunity to contribute. It is the facilitators' responsibility to enforce the Code of Conduct (see below) creating a safe space for everyone to express their constructive criticism. Facilitators are expected to organize the call, find the expert, and inform participants beforehand about logistics of this call and expectations. One facilitator should be in charge of monitoring the chat in the video conferencing tool of choice to ensure questions from participants are seen and answered, and of taking notes in this document. For additional insights on how to be a good facilitator of a virtual chat, check out this resource]

ROLL CALL

Name | preferred pronouns | location | *participation choice (Listener, Discussion Participant, Review Author)

*Please review the section <u>OPTIONS TO PARTICIPATE IN THIS LIVE REVIEW</u> before you add your preferred participation choice. If you don't know yet, that's okay, you can change it later.

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ABOUT THIS CALL

- The call lasts 90 minutes and is recorded via Zoom (video and audio).
- Live-caption services are available via Otter.ai which will also record a transcript of the call.
- **\(\sim\)** Video, \(\sim\) audio, and \(\sigm\) transcript will not be shared with participants but only used to help our core team compile the final review.
- \(\lambda\) \(\lambda\) Third-party recordings are strictly prohibited

- 1\text{ The use of AI notetaking bots, AI Chatbots whether for generating or refining answers, is not permitted during this call. This is for two main reasons:
 - Using AI goes against the collaborative spirit of our Live Reviews
 - At this note-taking stage of the review process, refining language is not important. If writing in English is a barrier, please feel free to write your comments in your native language and we'll do our best to translate them.
- **©**The **GOAL** of the Live Review is to **aggregate comments from this discussion into a review** that will then be published on https://prereview.org within two weeks from today.

PARTICIPATION GUIDELINES

- By remaining on this call you agree to abide by the <u>PREreview Code of Conduct</u>. We expect everyone to:
 - Use welcoming and inclusive language;
 - Respect differing viewpoints and experiences;
 - Provide feedback that is constructive, *i.e.*, useful to the receiver;
 - Gracefully accept constructive criticism;
 - Show empathy towards other participants and community members.
- Please report abusive, harassing, or otherwise, unacceptable behavior by:
 - Direct messaging one of the facilitators on Zoom and asking for immediate help.
 The facilitators reserve the right to remove participants who exhibit inappropriate or disruptive behavior.
 - Emailing the PREreview team at <u>report@prereview.org</u> explaining the incident, or submitting a claim by filling out this <u>report form</u> with the option of remaining anonymous.
- SPlease silence your mic unless speaking to minimize background noise.

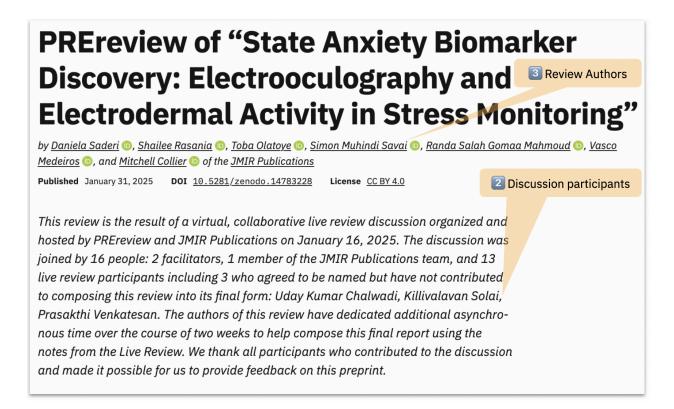
- **②** To **ask a question** or contribute to the discussion with your voice, please raise your Zoom hand **③** (you'll find it under reactions) or type your question in the Zoom chat.
- To **contribute to the live review discussion** and get the option to be listed as a Discussion Participant or as a Review Author (see options below), you can:
 - Directly type into this document by typing under the prompted questions below
 - Type into the Zoom chat facilitators will paste your answers into this document
 - Voice your thoughts by Raising your hand and unmuting when prompted facilitators will take notes in this document

OPTIONS TO PARTICIPATE IN THIS LIVE REVIEW

Everyone is welcome to join the Live Reviews and participate in the way they prefer. Please read through the following options on how to participate and ADD YOUR PARTICIPATION CHOICE TO THE ROLL CALL.

Participation Choice	What to expect What to do	
1LISTENER - You choose to "sit in" and don't contribute to the review discussion in any way	Expect: NO options to be named in the review narrative or be listed as a review author	
	Do: No action required	
2DISCUSSION PARTICIPANT - You choose to contribute to the live review discussion, but you don't plan to help compile the notes into the final review report	Expect: Option to be named in the review narrative and acknowledged for your contribution to the discussion NO option to be listed as a review author Do: To have your name listed, please add your name and indicate this option style to the Roll Call; Declare Competing Interests (question 21 below)	
3REVIEW AUTHOR - You choose to contribute to the live review discussion AND to volunteer extra asynchronous time (no	Expect: Option to be listed as a review author of the final review report that will be published on PREreview.org	

more than 2 hours total) to compile the notes into the final review report	Do: Please add your name and indicate this option style to the Roll Call and send a direct message to Vanessa or Daniela on Zoom with your email address so that we contact you with follow up instructions (also option to email us at community@prereview.org); Declare Competing Interests (question 21 below)
4PREPRINT AUTHOR - You are an author of the preprint who chose to be here today	Expect: Constructive feedback, direct questions
	Do: Add "author" to your Zoom name; introduce yourself when prompted by facilitators; do not contribute to the review discussion unless asked a direct question



Screenshot of a review published on PREreview.org after a Live Review showing how names of participants who choose option 2 and option 3 are displayed.

GROUP DISCUSSION ORIENTATION 🐌 + 📥



Let's get started with the discussion! Remember to keep your feedback clear, constructive, and actionable.

We will go through about 10 questions with the goal to then assemble a final review. We aim for it to have a structure that follows this schematic representation:

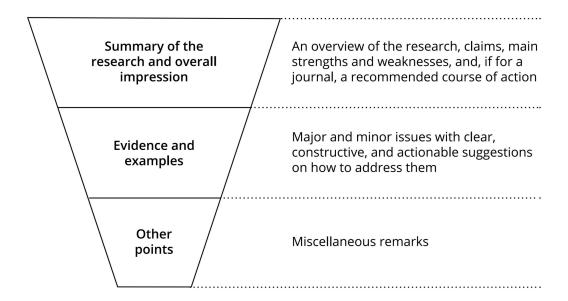


Figure from the Open Reviewers Reviewer Guide and modified PLOS Peer Review Template: A quick guide for new peer reviewers

Questions in **bold** are the ones we will read and answer together during this call. The other questions are optional and you may choose to answer them later or leave them blank.

[Facilitators invite participants to unmute their mic to ask the question or write it below. Facilitators need to check questions here, in the chat of the video conference tool, and read them aloud if the participants who asked it does not want to vocalized it themselves]

Any questions from participants before we start? Feel free to use the Zoom chat box.

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AUTHOR'S BRIEF INTRO TO THE WORK AND SPECIFIC QUESTIONS

[Preprint authors are usually invited by the call facilitators to join the discussion. If they are present, they are asked to briefly introduce themselves and identify areas of the manuscript where they are looking for specific feedback and ideas. They are then asked to remain silent unless asked questions directly. They will be invited to speak again at the end of the call to comment on the discussion and provide additional insight. Having the authors at the event has always been a positive experience for us and the participants, so we highly recommend it.]

Author(s)'s Name:

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We ask that the author(s) identify themselves by adding the word "author" to their Zoom name.

After a brief introduction of themselves and the work (optional), the authors are invited to remain silent unless asked a direct question until the last 10 minutes of the call when they'll be invited to share any remarks they may have.

SUMMARY OF THE RESEARCH AND OVERALL IMPRESSION (Vanessa)

(15 minutes)

- 1. What is/are the research question(s) the study attempts to answer? What's the main goal? Why is it important?

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. What is the main approach? What did the authors do to address the research uestion(s)? 🚣 + 🌷	
•	
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. What is/are the main finding(s)? 🔬+ 🌷	
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. What did you find most interesting about the research? (optional)	
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. How does the manuscript relate to published literature on this topic? How would esults lead to future research? (optional)	the

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- 6. What is one main strength and one main weakness? (optional)
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EVIDENCE AND EXAMPLES (Daniela)

For this entire section, optionally add an "M" for major issues or an "m" for minor issues at the end of your answer.

Major issue (M): A concern that if remained unaddressed it would compromise the credibility, interpretation and soundness of the study.

Minor issue (m): A concern that left unaddressed would not compromise the credibility, interpretation and soundness of the study.

METHODS / DATA (15 minutes)

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*Note for facilitators: Now discuss possible suggestions for each issue

8. Is sufficient detail provided to allow the reproduction and validation of the study?
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•
•
9. Does the study conform to ethical guidelines? 🚣 + 🌷
•
•
10. Does the manuscript include new data? Are the data used in the manuscript enough
10. Does the manuscript include new data? Are the data used in the manuscript openly available? If so, paste the link. (optional)
available: 13 30, paste the link. (optional)
•
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11. Is the source code for the analyses openly available? If so, paste the link. (optional)
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Please MAKE A COPY

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LET'S TAKE A 5-MIN BREAK

FIGURES / TABLES & RESULTS (Vanessa)

(10 minutes)

12. Write here any specific comment/note about figures/tables (this could be related to the way data are displayed and your ability to understand the results just by looking at the figures/tables including legends, axis labels, and visualization type).



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*Note for facilitators: Now discuss possible suggestions for each issue

13. Does the manuscript text support the data shown in the figures/tables? PLOS reminds us, "Do not just take the figures and tables at face value." (optional)

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14. Are the conclusions supported by the data or do they overreach and need to be nuanced? 🛋+ 🏮
•
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•
*Note for facilitators: Now discuss possible suggestions for each issue
15. Are limitations to the approach appropriately discussed? Are there limitations
that are not discussed? 🚣 + 🌷
•
•
•
16. Have the authors adequately discussed ethical concerns? (optional)
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OTHER POINTS (Daniela)

FINAL REMARKS ABOUT THE MANUSCRIPT (5 minutes)

17. Write here any additional comments you might have—this includes overall
suggestions on how to improve the readability of the manuscript. 🚄+ 🌷
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18. Was anything done remarkably well? Is there anything you have learned from this
work and may bring into your own practice?
•
•
19. Would you recommend this manuscript to others to read? (optional)
•
20. Would you recommend this manuscript for issued as bliggtion? (antique!)
20. Would you recommend this manuscript for journal publication? (optional)

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21. Use this space to declare any competing interests* - for example you are or have been a collaborator of one of the authors of this manuscript, or you are a direct competitor of the research laboratory conducting the study in this manuscript

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*At PREreview we ask all contributors to disclose any competing interest (CI) that may exist between a review author (or affiliated organization) and the author(s) (or affiliated organization) of the reviewed preprint.

We define a competing interest as anything that interferes with or could reasonably be perceived as interfering with, the objective of a review of a preprint on PREreview. Read more <u>here</u>.

BACK TO THE AUTHORS

Do the authors of the preprint have questions for the participants or would like to share insights from this experience with the live review participants?

WHAT HAPPENS NEXT?

Please review your <u>Participation Options</u> and write it next to your name in the <u>Roll Call</u>. If you wish to communicate your option to us but not share it with the other participants, or if you have any questions or concerns please email us at <u>community@prereview.org</u>.

Within the next 1-2 business days, the PREreview Team will be in contact with those of you who have selected option 3 with instructions on how to contribute to compiling these notes into a final review report.



FEEDBACK ON THIS CALL

We hope you had a good experience. Please take a few minutes to give us feedback on this event so that we can do better next time.

Feedback is anonymous and the data will help us measure our impact and improve: [ADD LINK TO FEEDBACK FORM]

STAY IN TOUCH

To learn more about events such as these and PREreview in general you can follow us on Mastodon, Bluesky, Facebook, and LinkedIn, and keep up with all the latest news by subscribing to our newsletter.

Join our Slack channel: https://bit.lv/PREreview-Slack

RESOURCES

- Open Reviewers Toolkit published on Zenodo under CC BY 4.0
 - o Bias Reflection Guide
 - o Reviewer Guide
 - o Review Assessment Rubric
- On the <u>PREreview</u> resource page, you will find resources to
 - learn more about our project
 - how to write a review
 - start a preprint journal club
- On the <u>PLOS Reviewer Center</u> with resources on <u>how to write a constructive review</u> and much more.
- [Please share more resources you know of here]