

Journal of Hospital Management and Health Policy

Instruction for Reviewers

Journal of Hospital Management and Health Policy (JHMHP) aims to serve the authors and the research community to encourage the publication of as much research available as possible, if it meets *JHMHP*'s high standards of research conduct and ethical procedure and is approved after peer review.

Double-blind peer review

JHMHP uses double-blind peer review, meaning that:

- the reviewer's name is NOT disclosed to the author
- the author's name is NOT disclosed to the reviewer

The role of the reviewers

If we need your help with appraising a manuscript, we will send you an email and ask you to accept or decline the invitation through our submission system. We ask the reviewers to help us to ensure that any studies published in *JHMHP* were conducted properly, are scientifically credible, reported according to the appropriate guidelines (e.g. CONSORT for clinical trials) and ethical.

The editorial team is responsible for the final decision to accept or reject a manuscript, based on the reviewers' comments.

We welcome feedback from our reviewers. If you have any comments, either on a manuscript you have reviewed and our decision on it or on our review process in general, we would be pleased to hear from you.

Become a *JHMHP* reviewer

If you would like to volunteer to serve as a reviewer to *JHMHP*, please register at our submissions website (<http://jhmhp.amgroups.com>). This process will automatically add your name, contact details and expertise to our database of reviewers. Do let us know once you have registered.

Guidelines for peer reviewers

All unpublished manuscripts are confidential documents. The existence of a manuscript under review is not revealed to anyone other than peer reviewers and editorial staffs. Peer reviewers are required to maintain confidentiality about the manuscripts they review and must not divulge any information about a specific manuscript or its content to any third party without prior permission from the journal editors. If we invite you to review an article and you choose to discuss the manuscript with a colleague,

please remind them of the confidential nature of the paper and acknowledge their input in your review. Please also encourage colleagues to register as reviewers.

JHMHP uses double-blind peer review, meaning that authors will not be able to know who has reviewed their work.

If you have any serious concerns about a manuscript from a publication ethics perspective - for example, if you believe you have encountered a case of plagiarism - you can contact the editorial office in confidence.

Your review comments

When you provide your review comments via our submission system, please declare any competing interest that might relate to the article. These should be personal, professional or financial competing interests relevant to the paper being reviewed.

Before providing your review comments you may find it helpful to browse our instructions for authors, available: <http://jhmhp.amgroups.com/public/addition/jhmhp/jhmhp-instruction-for-authors.pdf>

We ask the authors to provide article summaries and to upload appropriate reporting statements - these should aid in the reviewing process. We do not need you to comment on the work's importance to general readers. Please consider it for scientific reliability and ethical conduct.

JHMHP peer review process

If you want to learn more about our peer review process, please check: <http://jhmhp.amgroups.com/pages/view/peer-review-process>.

We are very grateful to everyone who reviewed for the journal and appreciate reviewers' contribution to the journal that improves the quality of the work *JHMHP* publishes.

Footnote

This version is updated in July, 2017.