# IUCN peer review tracking table

This tracking sheet should be completed in English whenever possible; and always in one of IUCN’s three official languages.

*[Add rows as appropriate (right click, “insert rows below”).]*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Publication title** | | | |  | | | | |
| **Key words** | | | |  | | | | |
| **Relevant IUCN Resolutions, etc.** | | | |  | | | | |
| **Name + affiliation+ email address of each author/editor\***  *(\***All authors/editors will receive a notification once the Editorial Board has officially signed off this peer review tracking table)* | | | |  | | | | |
| **Please note**:  Peer reviewers are encouraged to provide substantive (rather than editorial) and detailed comments.  All publications that will be assigned an ISBN must be peer reviewed by a *minimum* of two *external* experts.  **Important:** For edited volumes, one or both of the following approaches to peer review are required:   * A minimum of two peer reviews per chapter (these should be in addition to comments from editor(s), but can include peer reviews by authors of other chapters in the edited volume), **and/or** * A minimum of two peer reviews of the overall volume (these should be by experts who are not involved in the publication in any other way)   **Before peer reviewing (and submission to the Editorial Board), please make sure that the final manuscript includes:**  [‘YES/NO’ for publication lead to complete]   * **Title page *(mandatory)*** * **Credits page *(mandatory)*** * **Table of contents *(mandatory)*** * **Foreword by DG (draft)** (if applicable**): YES/NO** * **Executive summary/Abstract *(mandatory)*** * **Key messages** (if applicable)**: YES/NO** * **Acknowledgements *(mandatory)*** * **Illustrative material (e.g. photos, figures, maps), including source reference** * **References/Bibliography *(mandatory)*** * **Annexes/appendices** (if applicable)**: YES/NO** * **Line numbers** (for ease of reference for the peer reviewers): **YES/NO** | | | | | | | | |
| **Sign off that all peer reviewer comments have been appropriately addressed by the authors:** | | | | | | | | |
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| When signed by the Centre or Regional Director, or Commission Chair\*, please return this form to the IUCN Editorial Board Coordinator ([sarina.vanderploeg@iucn.org](mailto:sarina.vanderploeg@iucn.org)). Please make sure all authors have agreed with all revisions made!  *(\* Approval by the Commission Chair authorises the use of the Commission logo in the publication.)* | | | | | | | | |
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| **1. Does the publication help to expand knowledge or add value?** | | | | | | |  |  |
| **2. Are the inferences, opinions and recommendations drawn in the manuscript clearly documented as being such?** | | | | | | |  |  |
| **3. Are the inferences, opinions and recommendations drawn in the manuscript reasonable?** | | | | | | |  |  |
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| **Chapter #** | **Page #** | **Line #** | | **Page #** | **Line #** |
| Comment 1 |  |  |  | |  |  |  |  |
| Comment 2 |  |  |  | |  |  |  |  |
| Comment 3 |  |  |  | |  |  |  |  |
| Comment … ***[continue numbering]*** |  |  |  | |  |  |  |  |
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| **Questions for peer reviewer:**  *(Kindly note that these questions are compulsory)* | | | | | | | *(Explain your answers in detail. If a comment is very detailed, kindly use a numbered list (1.a, 1.b, 1.c, etc., 2.a, 2.b, etc..)* | **Author response:**  *(Address the reviewer’s comments in detail (point-by-point)! And make sure the complete response is visible in each response box; no text hidden)* |
| **1. Does the publication help to expand knowledge or add value?** | | | | | | |  |  |
| **2. Are the inferences, opinions and recommendations drawn in the manuscript clearly documented as being such?** | | | | | | |  |  |
| **3. Are the inferences, opinions and recommendations drawn in the manuscript reasonable?** | | | | | | |  |  |
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| **5. Is any key information missing from the manuscript? Please provide citations if so.** | | | | | | |  |  |
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| **Specific comments:** | **From** | | | | **To** | | **Peer reviewer comment**  *(If a comment is very detailed, kindly use a numbered list (a, b, c, etc.), or a bulleted list)* | **Author response and notes**  *(Address the reviewer’s comments in detail (point-by-point)! And make sure the complete response is visible in each response box; no text hidden)* |
| **Chapter #** | **Page #** | **Line #** | | **Page #** | **Line #** |
| Comment 1 |  |  |  | |  |  |  |  |
| Comment 2 |  |  |  | |  |  |  |  |
| Comment 3 |  |  |  | |  |  |  |  |
| Comment … ***[continue numbering]*** |  |  |  | |  |  |  |  |

**Checklist**

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| --- | --- | --- | --- |
| **Phase** | **Responsible** | **When** | **Done** |
| Identify and contact potential peer reviewers. A minimum of 2 external experts needed. | Publication lead | During writing |  |
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| Add in tracking table point-by-point explanation of how each reviewer comment has been addressed, revise the manuscript and send it to a copy editor. Merge the tracking tables of all reviewers into one document, add email addresses of all authors/editors and return it to the publication lead. *Please make sure all authors/editors have agreed with all revisions made!* | Lead author(s)/editor(s) | After peer review |  |
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