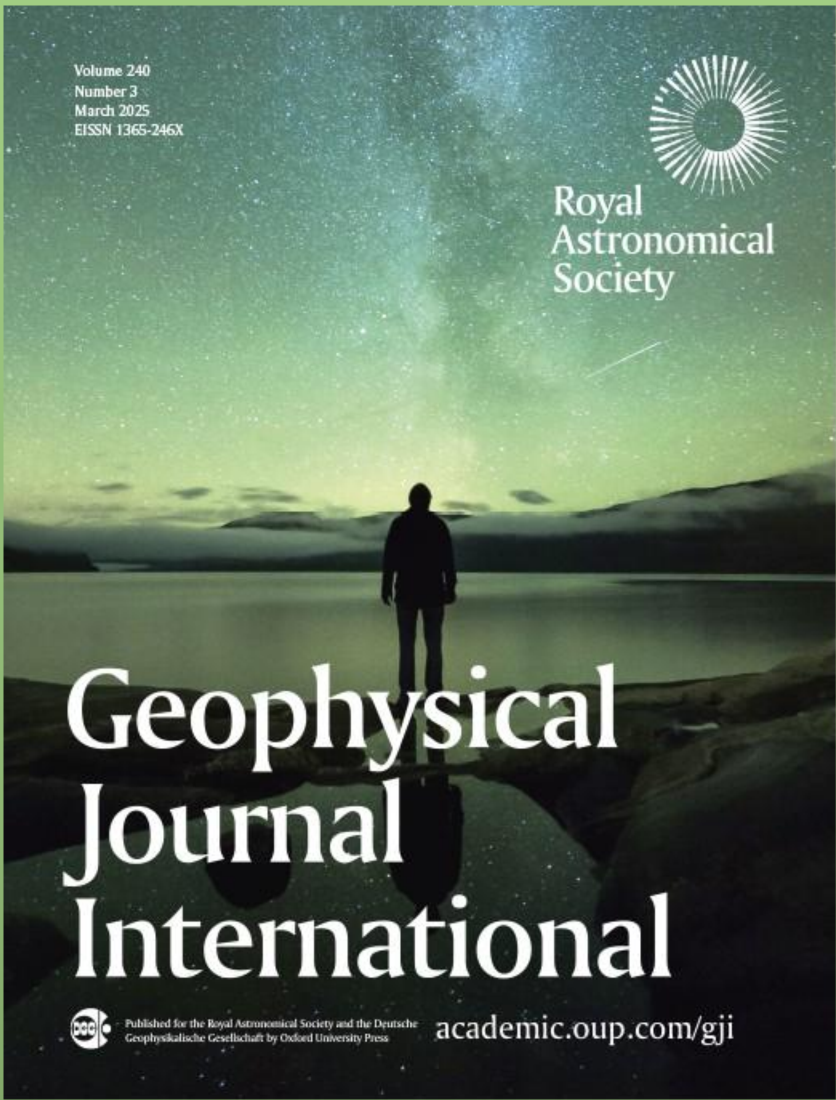

Advice for Reviewers

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Royal
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1. About the journal

Thank you for agreeing to review for *Geophysical Journal International (GJI)*. Your participation in the peer-review process is critical to the journal's success and we are very appreciative of your assistance.

GJI is one of the world's leading peer-reviewed research journals in solid-Earth geophysics. The journal is fully open access, and funds raised by publishing in the journal directly support the charitable activities of the Royal Astronomical Society.

The following types of paper are published by GJI:

- Research papers
- Review papers
- Express Letters
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- Viewpoints
- Comments and Replies
- Corrections
- Book reviews

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As a reviewer of the journal, you have been selected by a Scientific Editor based on your expertise.

2. Reviewing for *GJI*

Reviewers are granted 21 days to provide their feedback for Research papers, and 14 days for Express Letters. If you are unable to meet these deadlines, or if you feel inadequately qualified to judge the research reported please let the Editorial Office know as soon as possible.

You should not evaluate a manuscript authored or co-authored by a person with whom you have a personal or professional connection if the relationship would bias judgement of the manuscript.

To access the manuscript, you will need to log into your Reviewer Centre via the ScholarOne Manuscripts site: https://mc.manuscriptcentral.com/gji . The manuscript can be found in your Reviewer Centre under 'Review and Score'.

Please note that by agreeing to review for *GJI*, you are confirming that your report can be sent to the Editors of our sister journal, *RAS Techniques and Instruments (RASTI)* along with the paper, should the manuscript be considered unsuitable for *GJI* but potentially suitable for *RASTI*.

The reviewer scoresheet has the following features:

- The manuscript PDF can be downloaded from the 'Proof' tab or by clicking the 'Open PDF' link in the 'Details' tab.
- The 'Details' tab shows the version history for the manuscript, author names, a link to the abstract and the name of the Assistant Editor.
- Supplementary files (if any) can be found in the 'Files' tab.
- Co-review: Reviewers have the option of sharing the manuscript in confidence with a reviewer-in-training to assist early-career researchers and graduate students in gaining experience in reviewing manuscripts. The main reviewer will ultimately be responsible for undertaking the review, irrespective of the reviewer-in-training's involvement, and all correspondence will be with the main reviewer. You can fill in the details of the reviewer-in-training when the review is submitted.
- Please return your report on time and let the Editorial Office know as soon as possible if you think you might need some extra time. Automated reminders will be sent.
- You can contact the Editorial Office by clicking the 'Contact Journal' link at the top right of the page.

3. Writing your review

Below, we have provided some guidance for how to write your review for the journal.

- Reviewers should be objective when assessing the quality of a paper and respect the intellectual independence of the authors. In no case is personal criticism appropriate. If, for any reason, you do not feel you can be objective when providing feedback, please let the Editorial Office know.
- Reviewers should be sensitive even to the appearance of a conflict of interest when the manuscript under review is closely related to the reviewer's work, either published or in progress. If in doubt, you should return the manuscript promptly without review, advising the editor of the conflict of interest or bias.
- Reviewers should ensure that generative tools and resources from generative Artificial Intelligence (AI) are not used as a substitute for your own expert opinion

and judgement. Reviewers should also not share information about the manuscript, its content, or their review with any AI entity, including Large Language Models (LLMs) and other machine learning tools.

- Reviewers should treat a manuscript sent for review as a confidential document. It should neither be shown to nor discussed with others, except in special cases:
  - to persons from whom specific advice may be sought; in that event, the identities of those consulted should be disclosed to the editor, and the identities of the authors should not be disclosed to those consulted.
  - to reviewers-in-training
- Your review should be thorough: be sure to point out any errors, suggest improvements, and check that the author(s) has sufficiently acknowledged previous work.
- Provide clear, helpful comments. Your review should provide a combination of appropriately positive and critical components, with constructive suggestions. The ultimate goal is to improve the paper.
- If any aspects of the manuscript are outside of your expertise, ensure that you highlight this either in your report or in the 'Confidential comments to the Editor', as the Editor may need to recruit an additional reviewer.
- If the author(s) post a pre-publication version of the submitted paper to a publicly accessible web site or present material from the paper in a public forum (such as a seminar or conference) and comments arise they may be taken into account by the reviewer and the editor will decide how to act on these as per points A6 & A7 in the Editorial Code of Practice.
- It is not necessary to spend time checking grammar or spelling. However, if you spot errors that affect the meaning of the text then these should be included in your report.
- Focus on the quality of the science and be more flexible about issues with presentation such as language and grammar. If an article requires copy-editing, this can be done during the proof stage.
- Reviewers should explain and support their judgements adequately so that editors and authors may understand the basis of their comments. Any statement that an observation, derivation, or argument has been previously reported should be accompanied by the relevant citation.
- Please call to the editor's attention any substantial similarity between the manuscript under consideration with any published paper or with any manuscript submitted concurrently to another journal.

- You should refrain from suggesting that authors include citations to your (or an associate's) work merely to increase citation counts or to enhance the visibility of your (or your associate's) work.
- You should not use or disclose unpublished information, data, arguments, or interpretations contained in a manuscript under consideration, except with the consent of the author.
- Your identity will not be disclosed to the author(s) unless you choose for it to be made known to them.
- Make sure you are aware which article type you are reviewing, as this may affect your feedback. For example, **if you are reviewing an Express Letter** you should comment on whether the paper is appropriate for publication as a letter. Express Letters are expedited through the system and should address controversial topics, introduce innovative concepts in a field of broad interest, or present new gap-filling data or data that will trigger further work by various groups. **If you are reviewing a Viewpoint**, then you should also consider whether the article is suitable for publication as this article type. Viewpoints are dedicated to expressing opinions and bringing new interesting ideas and news to the broader community.

4. Submitting your review

Completing and submitting reviews:

1. Complete the reviewer scoresheet in your Reviewer Centre. There are some standard questions to answer which can be used to help structure your report. Any extra comments regarding these questions can be added into the 'Comments to authors' box or the 'Confidential comments to Editor' box.
    - Required fields are marked with a red asterisk and require an answer before you can submit the review.
    - Reviewers can choose to reveal their identity if they wish or they can choose to remain anonymous.

2. Put your confidential comments to the Editor and comments to the authors in the appropriate boxes on the submission form.
    - It can be helpful to provide an initial summary of the work, to contextualise your comments for the Editor, and highlight the paper's strengths, quality, and completeness.

- Comments can be separated into major or minor comments and/or numbered for structure.
- Attachments can be uploaded as part of your review but you should ensure that they do not contain identifying information in the notes/comment boxes/file information if you wish to remain anonymous. To upload an attachment, drag and drop your file into the 'Attach Files' box, or click on the box to open your saved files. **Once your file is attached, please ensure that you select either 'Author & Editor' or 'Editor Only' to complete the upload.**

3. Make your recommendation for the paper using the decision buttons available and opt either in or out of the post-revision review.

4. The report can be saved by clicking the "Save as Draft" button.
   - To avoid being timed-out and possibly losing your work while submitting your report online, we suggest you write your report in advance and copy and paste your comments into the appropriate boxes.

5. To submit the review, click the "Submit Review" button at the bottom of the score sheet. You will receive an email to confirm that your review submission was successful.

5. Reviewing a revised manuscript

If you are reviewing a revision and have already reviewed the paper before, **the authors' response will be included in the email you receive from the Editorial Office or available from your reviewer centre** when you agree to review the paper.

Note that the manuscript number for the paper will be amended to reflect which version of the manuscript you are reviewing. Manuscripts which have undergone one revision by the authors will have .R1 appended to their manuscript number. Manuscripts which have undergone two revisions will have .R2 appended, and so on.

Sometimes we need an alternative reviewer, so a reviewer may be invited to assess a revised version of a paper where the original manuscript was reviewed by other reviewers. The new reviewer will have access to the author's response to previous reviews in their reviewer centre.

6. Reviewer recognition

You will receive an email when the paper has been accepted, rejected or withdrawn to ensure that you are aware of the final decision.

We recognise and appreciate that reviewers give up their time for free as a service to the community. Reviewers can get recognition for their review via the Web of Science Reviewer Recognition service. By opting in when you submit your review, your Web of Science profile will automatically be updated to show a verified record of this review, although please be assured that you will not be publicly identified as the reviewer of the paper in question. Via their Reviewer Recognition Profile, an invited reviewer can also invite any **co-reviewers** to obtain credit for their contribution by sharing the corresponding link. More information about how to invite review collaborators can be found on the Web of Science website.

Additionally, as a token of thanks, Oxford University Press offers reviewers a 25% discount on their vast range of books. More information will be provided about this once the paper has reached its final decision.

The Editorial Office can also provide referee accreditation letters, if required, in support of job/visa applications.

The RAS is grateful to those who peer review for its journals, however it does not offer financial or other rewards to referees at this time.

Thank you once again for reviewing for *GJI*.