



Resident Review Board

Objectives

- Increase engagement between senior neurosurgery residents and academic publishing and the peer review process
- Train senior neurosurgery residents on how to critically critique a manuscript and write quality peer reviews
- Increase and broaden the pool of manuscript reviewers
- Establish a process by which residents become involved in manuscript commentary

Resident Review Board - Participants

The Resident Review Board will be comprised of senior neurosurgery residents (PGY 4-7) with an interest in pursuing a career in academic neurosurgery.

Mentee Membership

Timeline

- The first 6 months of membership on the Resident Review Board

Responsibilities

- Review 2-3 manuscripts per month
- Work with Resident Review Board mentors to learn the process of writing quality reviews

Evaluation

- To occur every 3 months
- Objective
 - Must meet minimum of 6 reviews
 - Must accept >90% of review requests
- Subjective
 - Will solicit comments from the 3 Resident Review Board Mentors on the member's performance

At-Large Membership

Timeline

- After successful completion of 2 evaluation cycles (6 months) mentee members will be transitioned to at-large members of the Resident Review Board
- At-large members will retain their position until graduation from residency, as long as they maintain acceptable evaluations. Upon graduation from residency at-large members will be transitioned into the general pool of reviewers for *NEUROSURGERY* Publications

Responsibilities

- Review 2-3 manuscripts per month
- Submit 1 manuscript per year for publications in one of the *NEUROSURGERY* Publications (*Neurosurgery*, *Operative Neurosurgery*, or *Neurosurgery Open*)

Evaluation

- To occur every 6 months
- Objective assessment
 - Must meet minimum of 10 reviews
 - Must accept >90% of review requests
- Subjective assessment
 - Will solicit comments from the 1-2 section editors whom the at-large member worked the most with over the prior 6 month period

Review Board Associate Editors

- Each year 5 at-large members will be selected to serve as associate editors for the Resident Review Board
- Associate editors will be assigned to a subsepecialty of interest (vascular, spine, tumor, functional, & pediatrics) and assist the *NEUROSURGERY* Publications Resident Fellow in compiling Resident Review Board evaluations as well assisting at-large members who request assistance with a review (see below)
- Selection
 - At-large members interested in the associate editor role will contact the *NEUROSURGERY* Publications Resident Fellow regarding their interest
 - Associate editors will be selected by the *NEUROSURGERY* Publications Resident Fellow and *NEUROSURGERY* Editor-in-Chief based on their evaluations
- The term for at-large associate editors will be 1 year

Program Structure

Membership Selection

1. Online Application
 - Eligible residents (PGY 4-7) must complete short online application expressing their interest in the program
2. It is recommended, although not required, that all applicants complete the [CNS Manuscript Review: A Guide for Reviewers](#) course
3. Complete a mock manuscript review
 - Individuals who complete the online application will be provided with a digital packet of materials on how to complete a manuscript review as well as a copy of a mock manuscript to be reviewed
 - Mock manuscript reviews are to be submitted directly to the *NEUROSURGERY* Publications Resident Fellow
4. Member selection
 - The submitted mock manuscripts will be reviewed by the *NEUROSURGERY* Publications Resident Fellow and will be evaluated in three categories:
 1. Appropriateness of the recommendation (binary: appropriate or not appropriate)
 2. Quality of the critique (score 1 - 5)
 3. Quality of the writing (score 1 - 5)

- Application evaluations will then be sent to the *NEUROSURGERY* Editor-in-Chief who will select 5 individuals to be invited to join the Resident Review Board
- Applicants selected for membership will be notified by email

Review Process

Mentee Member Reviews

1. The Editor-in-Chief will assign 15-20 reviews per month to the *NEUROSURGERY* Publications Resident Fellow via Editorial Manager
2. The *NEUROSURGERY* Publications Resident Fellow will then assign two roles
 - Mentee (resident): must accept within 24 hours
 - Mentor: must accept within 48 hours
3. The mentee is expected to submit a draft of their review to their assigned mentor via email within 5 days of accepting the review
4. The mentor will then return the review via email with revisions and comments to their mentee within 7 days
5. The mentee will then submit the final review via Editorial Manager within 2 days
 - This timeline will ensure that all mentor-mentee reviews will be completed within the typical 14-day window for reviews

At-Large Member Reviews

6. The Editor-in-Chief will assign 15-20 reviews per month to the *NEUROSURGERY* Publications Resident Fellow via Editorial Manager
1. The *NEUROSURGERY* Publications Resident Fellow will then send the review to an appropriate at-large member
 - Must accept within 48 hours
2. The at-large member will then have 14 days to submit the final review via Editorial Manager
 - If during the course of reviewing a manuscript, an at-large member requests assistance, he or she may contact the *NEUROSURGERY* Publications Resident Fellow who will assign a resident associate editor to assist the at-large member with the final review as outlined above

Article Commentaries

For all commentaries on articles reviewed by a member of the Resident Review Board, the resident has the option to request to write a commentary if the manuscript is accepted for publication. Section editors and or mentor reviewers will then work with the associated Resident Review Board member in writing of the commentary.