



IRECE – Guide for revising your manuscript

To ensure that all corrections are accounted for, please remember to check all comments and corrections in the documents from both reviewers that have been returned to you:

- the manuscript text itself (use the Review pane in MS Word to cycle through and check/approve/reject each correction),
- the review evaluations, and
- any further comments from the paper editor managing your submission.

Then, when returning your revised manuscript to the paper editor, please **also include a table with 2-3 columns listing the change that is requested, whether you have applied this change (and if not, why), and where the change has been made (i.e., page number)**. Minor corrections (e.g., punctuation) that are also one-off (i.e., not an error that is repeated through the paper) can be corrected in the manuscript itself without note.

When revising your manuscript, it may be useful to also double-check that it conforms to the house style (APA; see IRECE website for further information).

For example, check that: quotations are accurate, citations are up-to-date and in the proper format, punctuation is correct in the reference list and DOIs (Digital Object Identifiers) are included where possible, and the use of short-hand expressions is correct (e.g., the first use of an acronym is defined; the use of 'et al.' in citations).

If your manuscript is 'accepted following major revisions' (see below), it is re-assessed by the reviewer(s) who made the recommendation. As such, in this case, you must again **ensure that your manuscript is blinded** (refer again to the 'Guidelines for Submission' on how to do this).

Further information

Of the five possible recommendations for publication, three are recommendations for revision, and the process differs slightly:

1. Accept for publication following **minor** revisions.
 - The suggested revisions are likely to be technical (e.g., style, grammar, language, structure, etc) and will be reviewed by the paper editor.
2. Accept for publication following **major** revisions.
 - The suggested revisions are major (e.g., the argument of the paper, its content, etc) and will be reviewed by the reviewer(s) who made the recommendation.
3. Invitation for resubmission following **major** revision.
 - The suggested revisions are major, but likely to be more significant than those in the above category, and may benefit from a new round of reviews.