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we have incorporated most of the suggestions made by the reviewers those changes are highlighted within the manuscript please see below in blue for a point by point response to the reviewers comments and concerns all page numbers refer to the revised manuscript file with tracked changes responding to peer reviewer comments can often be stressful particularly when the comments are exhaustive this document contains templates to help you respond to reviewer comments choose the one that works best for you a response to reviewers specifies how the authors addressed each comment the reviewers made the response to reviewers is usually organized by presenting reviewers comments one by one followed by the authors response it should start by thanking the reviewers for their time spent on the review and the insightful constructive comments which are going to improve the manuscript then add a short summary of key changes rule 1 provide an overview then quote the full set of reviews the response letter will typically begin with a summary of changes pointing out new data and new analyses performed in response to the most essential criticisms of all the reviewers step one begin your response with a statement of appreciation and maintain this polite and appreciative tone throughout your response step two itemize the reviewers concerns and clearly respond to each one step three include a summation thank you statement at the conclusion of your response reviewers shouldn t have to re read your whole manuscript again combing it for your changes organize your responses by listing each of the reviewers comments and addressing each one separately below resist the trap of lazy responses like answered or fixed in manuscript the most effective way to respond to the reviewers comments is with a point by point response that is you provide a specific response to each point made by each reviewer this allows write an introduction to your response to the comments and summarise major changes you have made and include this with this response or use it for a separate cover letter for the editor do not forget to thank the editor and reviewers for their efforts 631 to respond to reviewers this short essay aims to consolidate this plethora of advice and present my own take on this process editors have observed that there are often deficiencies in how prospective authors answer reviews 1 begin each response by quoting the reviewers comment responding in a positive and grateful way to reviews no matter how critical they are will go a long way toward the likelihood of getting published american journal experts 2 respond completely politely and include evidence williams 2004 tips for authors responding to reviewers when you receive a review keep these tips in mind reviews are not meant to be personal if the review you receive does not seem friendly still respond as if it is if you become angry after reading a review take some time to cool off before responding master the art of responding to peer reviewers with our expert guide discover how to understand and address comments

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