**Journal of the Colombian Association of Dermatology and Dermatological Surgery**

**Peer review guidelines**

Each manuscript is presented to the editors, who decide whether it is relevant and appropriate for the Journal. The document that is submitted and has not yet been evaluated by academic peers is called a *manuscript*. The peer review process is anonymous and double blind.

Scientific research, reflection or review manuscripts will be evaluated by two academic peers. These referees are selected by the editors from among the experts in the field of each manuscript.

Case reports may be evaluated by the editors, and external evaluators will not necessarily be required. The relevance of an external evaluator in each case report is at the editor's discretion.

Peer reviewers are contacted by email. The abstract is sent to a peer reviewer, and he/she has 72 hours to accept or decline the review. If no answer is obtained within this term, the peer reviewer will be contacted again and given another 72-hour term; if no response is received, a new reviewer will be assigned.

The evaluation is made in terms of *publishing*, *publishing with modifications,* or *not publishing*, considering scientific and methodological quality, as well as the interest and relevance of the topic. The evaluation is recorded in the respective form (a link to the form will be included).

Peer reviewers decide whether the manuscript should be published and may suggest corrections if they deem it necessary, which are then informed to the authors. The article is sent back to the peer reviewers, so that they can verify if the requested adjustments were made, as appropriate.

The result of the evaluation is communicated to the authors, so that the requested modifications can be made. Rejected manuscripts will be returned to the authors with the corresponding evaluations, which can be used to improve the quality of their paper.

If there are conflicting opinions among the referees regarding the publication, it can be taken to a third party or to discussion in the editorial committee.

**Evaluation criteria**

1. Originality, methodological and scientific quality: It is verified that the manuscript is original and that its design, methodology, procedures and statistical tests are adequate; it is also checked that the results are rigorous, with sufficient information pertinent to the objectives of the study, and that the results are correctly interpreted as a basis for the conclusions.

2. Ethics: The manuscript must adhere to ethical standards, according to the guidelines of the Journal (link to the guidelines), which includes certifying that the authors have obtained the informed consent from the patients and approval by the ethics committee to carry out the research. Conflicts of interest must be declared.

3. Sources: It is verified that the bibliographic review is pertinent and reliable and complies with good publication practices and the anti-fraud policy. The bibliography must be complete, up-to-date, and sufficient, and must follow the Vancouver reference style and include references from Colombian authors.

Review articles should include at least 50 references. Of these, 70% must be original articles, 10% must be from the last five years, and at least one reference must be Colombian.

4. The manuscript should contain appropriate and illustrative images, tables, and figures. They must be original or, otherwise, the author's permission must be obtained for reproduction in the format and image quality defined by the Journal.

The evaluator, after receiving the abstract, must indicate whether or not he/she has conflicts of interest that prevent him/her from performing the evaluation. Once the evaluation is concluded, the evaluator submits the completed form and the academic update form. The deadline for the evaluation is 20 calendar days, after which, if the evaluation has not been received, a reminder will be sent, extending the deadline for 10 more days. If no response is obtained within this period, the evaluator will be changed. The evaluator must refuse to act when he/she has any personal, professional, or commercial relationship that may affect the judgment of the evaluation.

The evaluation should improve the quality of the manuscripts. The evaluator must be objective and constructive in his/her criticism, detect plagiarism or self-plagiarism, submit the evaluation on time, and communicate with the editor in case of any delay.

As a way of recognizing the work of the evaluators, a list containing their names will be published biannually, and they will be given an annual certificate for this work.

Link to review forms