Author Hub.

A Guide to Publons

Reviving Peer Review. Speeding Up Science.

cambridge.org/authorhub

CAMBRIDGE
UNIVERSITY PRESS

Why use Publons?

Peer review is a fundamental part of scholarly publishing. Peer reviewers provide the specialist commentary that guides our editorial decisions, and helps academic authors to raise the quality of their work.

In recent years, the academic community has increasingly discussed ways in which these major contributions to the academic corpus can be recognised.

Publons provides a free way for you to track, verify and showcase your peer review activities, creating an online record of your contributions in this area. This can be used as evidence of your peer review experience and your expertise in your discipline in job applications, performance evaluations and funding applications.

By partnering with Publons, Cambridge is providing a quick and easy way of linking the reviews you do for us to your Publons profile, ensuring that you are able to receive recognition for your work in this area.

To start using Publons as a Cambridge reviewer, go to https://i7075626c6f6e73o636f6d.osar.com/in/cup/.

The Publons mission

The mission at Publons is to speed up science by breathing life into peer review.

The efforts of expert peer reviewers help us discover cures, develop innovative technologies and learn more about ourselves. Without experts committed to helping refine academic work and ensure that published research is rigorous and high quality, advances in human knowledge would be set back by decades.

That's why Publons works with the world's top publishers, like Cambridge, to showcase the essential contributions of peer reviewers. Researchers can now prove how often top journals rely on their expertise to:

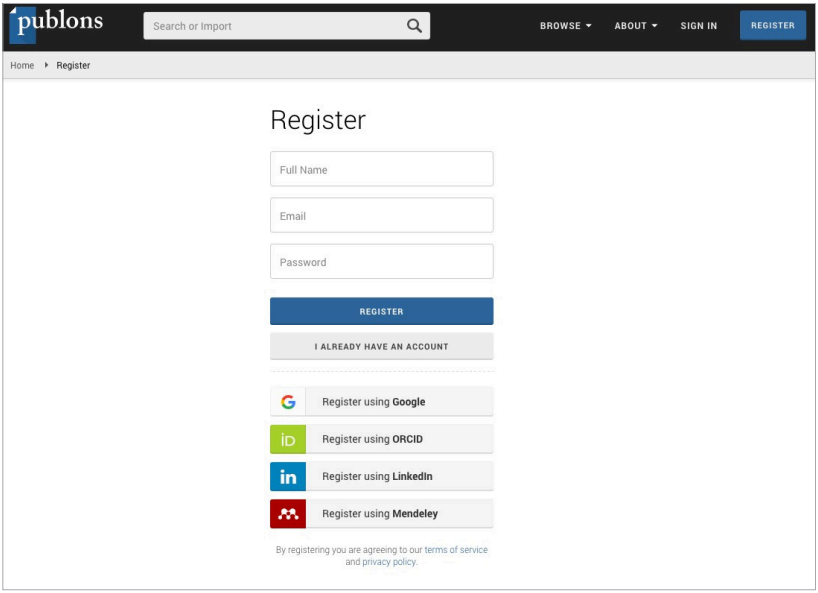
- Refine research through their advice and insights;
- Protect the body of research from false or misleading findings;
- Keep scholarly communication moving forward.

How do I use Publons?

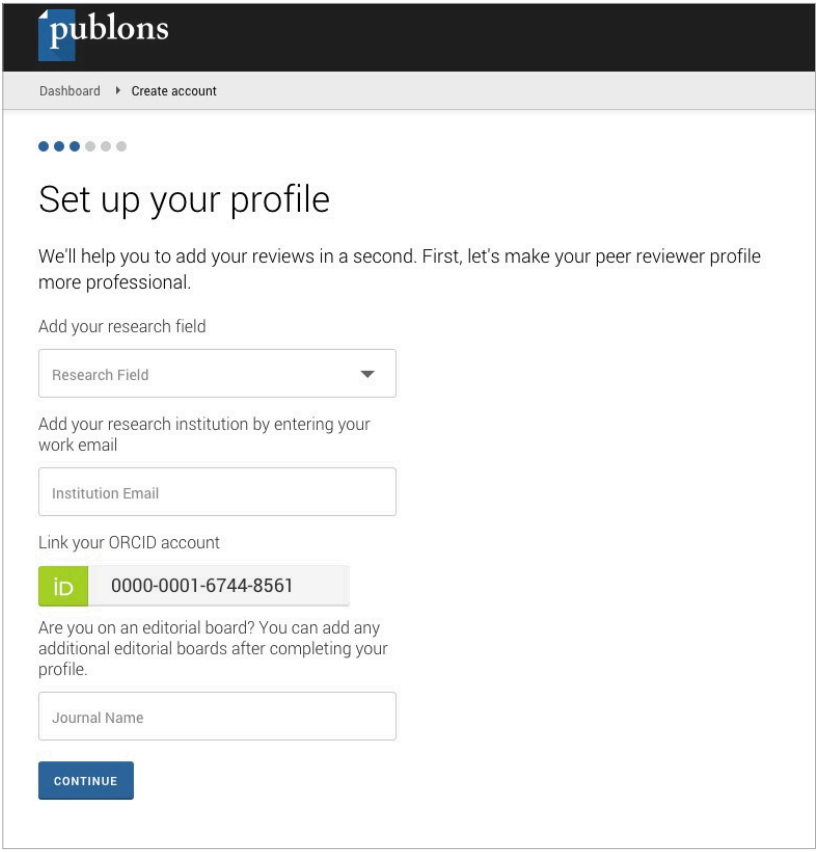
Setting up an account

If you don't already have a Publons account, you'll need to register for one. Signing up is free and easy. Follow these simple steps:

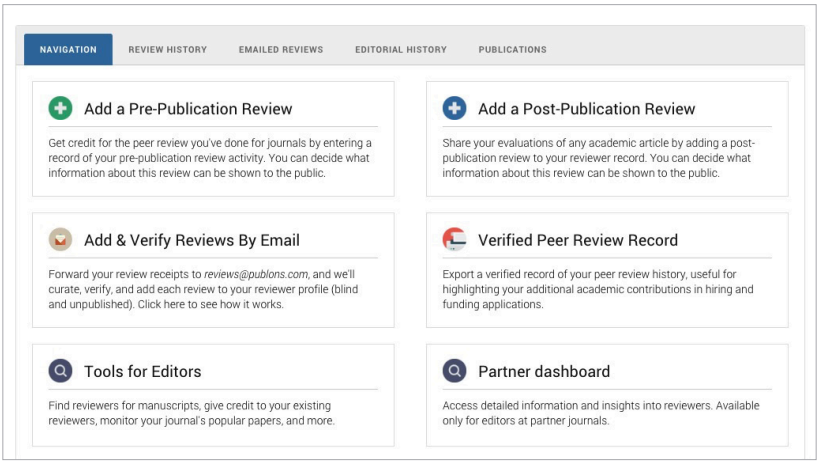
1. Go to publons.com. Register with your name and email, then follow the prompts to set up your reviewer profile. It takes seconds.



2 Follow the prompts to complete your profile.



3. Start adding your review and editorial records from your dashboard:



Adding review records

There are four easy ways to update your review record on Publons:

1. Adding reviews as you do them

When you review for one of Cambridge University Press' partnered journals, or other journals that are partnered with Publons, there is the option to add reviews automatically to Publons, via the following steps:

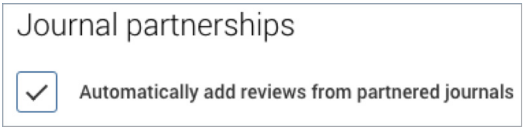
1. You will be asked whether you would like to track and verify the review on Publons (either in the editorial management software - like ScholarOne - or via email).
2. If you agree, Cambridge will send review data to Publons automatically when the review is completed.
3. Once the review has been accepted by the journal, you will receive an email from Publons inviting you to claim the review. Simply click on the link and these reviews will be instantly added to your profile with your default privacy settings.

2. Forwarding review receipt emails

Review records from any journal can be added by forwarding the "thank you for reviewing" emails to reviews@publons.com. Publons verifies these emails with the relevant journal and adds the record to your profile (with sensitive information hidden).

3. Adding historical reviews

To save the need for digging out old emails, Publons works with partners to look back at past review records for up to five years and update users' review history. All you need to do is indicate that you want these reviews automatically added to your profile by checking the box in your profile settings:

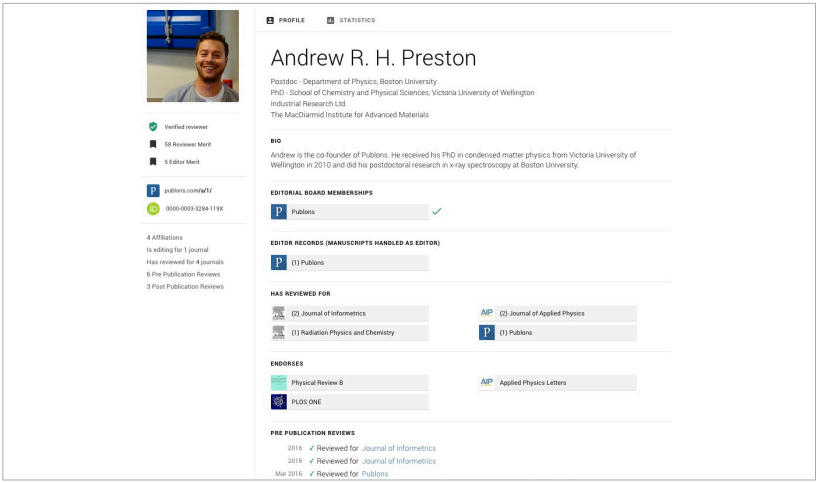


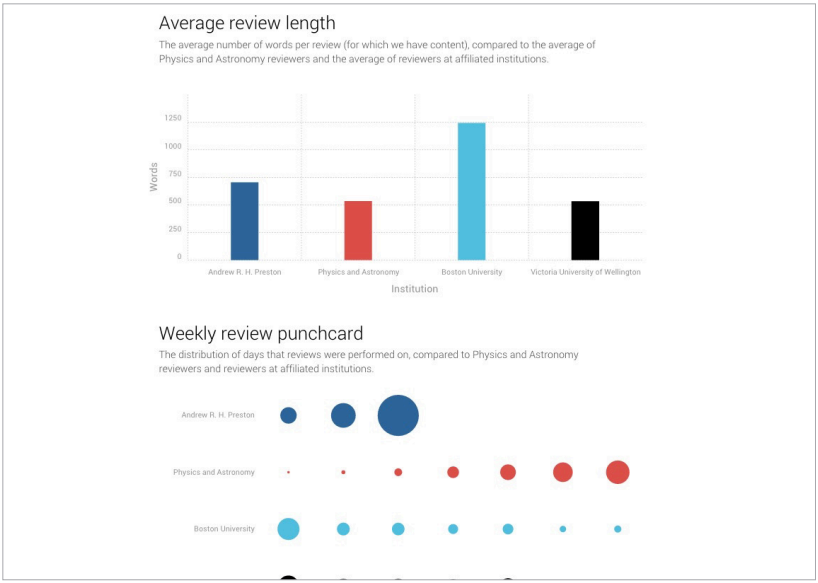
4. Adding reviews manually

You can log reviews manually via the review form. These reviews will appear on your record, but will remain unverified until you send the review receipts or they are verified via a journal partnership. If you have already added a review manually, please include its URL when forwarding the review receipt - this helps to speed up the verification process.

Your profile

Once populated, your profile will showcase the peer review contributions you've made in your discipline, independently verified by Publons. In addition, behind the scenes, you'll be able to see statistics about your review record.





Frequently asked questions

What review information is shown?

By default, records show the name of the journal and the year of the review. However, it is possible to show more information, including the title of the article or the content of the review itself. Your permissions settings and those of the journal, publisher and author are combined in order to ensure that everyone is happy with the privacy settings on the review record.

Can I record a review for an article that was not accepted?

Yes – you can still add records of when you reviewed rejected or unpublished articles. However, Publons won't show the article name or the entire review for an unpublished article, in order to protect the author's anonymity.

Does Publons record reviews for books or book proposals?

Currently Publons only records reviews for journal articles and conference proceedings.

How does review scoring / 'Merit' work?

All activities associated with your Publons profile, such as writing pre or post-publication reviews, and starting discussions of papers, earn you 'Merit'. This merit acts as a running total of your contributions and is calculated as follows:

- 1 point for adding a review to Publons
- 2 points for having a review verified
- 2 points for publishing the content of a review
- 1 point for starting a discussion on Publons
- 2 points for scoring a paper
- 1 point for each endorsement your content receives on Publons

Can I receive credit for a co-authored review?

Yes – this can be done as follows:

a. The principal reviewer adds the review on Publons.

b. Other reviewers create their own review records and paste the URL of the principal reviewer's record into the 'Review Content' field.

c. The principal reviewer will then be asked by Publons to verify that the collaborations took place.

Can I remain blind but still get credit?

Yes – for each of your pre-publication reviews you are able to choose:

a. Content display: hidden or published

b. Privacy: blind or open

Note: An open review means the article that was reviewed is shown on your profile.

What is the difference between verification and endorsement?

When a review is verified by Publons, this is a confirmation that the review took place as described. If the quality of the review was good, reviews can also be endorsed by journal editors. Their endorsements are shown in the review record and function as an additional indicator of the quality of the review.

What is a Journal Integration?

Publons partners with publishers to integrate directly alongside their editors' workflow without affecting their traditional processes.

Reviewers for partnered journals can opt in to Publons in order to have their reviews automatically verified and curated into a verified peer reviewer profile. Reviews added to profiles this way remain blind and unpublished unless both journal and reviewer agree otherwise.

You can see a list of partnered publishers and read more about integrating with Publons here.

Notes

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