

ACADEMIC MEDICINE

Journal of the Association of American Medical Colleges



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Conflict of interest

A reviewer must withdraw from reviewing any manuscript that he or she is not able to review fairly and impartially due to conflicting or competing interests. If you believe that you are not able to review this manuscript fairly and impartially, please do not review it, and notify the journal's editorial office immediately. By entering "yes" to the query in the confidential note field, you also agree to maintain the confidentiality of findings and other information reported in the manuscript under review before its publication.

Confidentiality

The review system is based on confidentiality. We use a "single-blinded" review process – i.e., we keep your name confidential from the author, and we expect you to keep the manuscript and its contents confidential, both while you are doing the review and afterwards. If you wish to involve a specially qualified colleague in the review (or perhaps want to guide a junior colleague in learning how to review), you must contact the editorial office and ask for permission ahead of time.

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Your comments will be sent to the author. If there are specific remarks you do not want the author to see, put them in the confidential note field. However, most of your comments will be very useful to authors in revising their manuscript, (even if for submission to another journal). The editors have observed that reviewers tend to write "softer" comments for authors and then write direct and pointed comments as a confidential note to the editor (e.g., "It is very frustrating that this manuscript does not describe the main issue in a way that reveals its importance.") It is often the latter note that would be most useful to authors, but it cannot be released to them if it is in the "confidential" box. So, please consider placing most or all of your comments in the standard review comments section.

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On Editorial Manager's Logon page, click on "Forget your password?" and it will send you your logon information. If you continue to experience problems logging in, click on the "Login Help" page for additional troubleshooting tips.

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- i. Appointment at the same institution as one or more authors of the manuscript.
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- iii. Prior student/teacher or mentor/mentee relationship with one or more authors of the manuscript.

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Please try to complete the review to help the journal's professional staff process the manuscript in a timely manner. If extraordinary circumstances prevent you from doing so, please contact the journal's editorial office immediately by email at acadmed_online@aamc.org or phone: (202) 828-0590. If you have suggestions for alternative reviewers, please tell us when you decline the assignment.

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A copy of the decision letter will be sent to you.

- **How do I obtain official documentation of my contribution as a reviewer? (i.e. for a year-end review, a degree, etc.)**

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- **I have a question not covered on this list.**

Please contact the journal's editorial office by email at acadmed_online@aamc.org or phone: (202) 828-0590.