So you have the peer review. Now what do you do?

For each review comment or suggestion:

1. Be certain that you understand the comment or suggestion. If not clear, try to contact the reviewer for more explanation.

2. Consider how you could respond
   A. Forget it.
   B. Follow the suggestion.
   C. Revise, but in a way different from what is suggested.

3. Consider the impact on your paper (or report).
   Does the change make your paper easier to understand?
   Does the change make your paper easier to read?
   If the change is to add material, or analysis, is it necessary for a complete paper?
   Does the change alter your style or approach so that the paper is no longer “yours?”

4. Consider the time it will take to make the changes.

5. Choose a response from 2 above.

6. Determine if one change alters the paper such that you need to consider other changes.
   - In adjacent passages.
   - In other sections of the paper. E.g., statements about the material you are changing or use of data that you are deleting.
   - In appendix material or the reference list.