

* Ben - can talk about today nice matrix structure, but a lot of work!

Byan - Did already

* Fuchen - Missing
* Justin - Missing
Kerri - Did already
Mangari - Done already
Xiaoli - Not.

- content vs mechanics. "Hanson" (Don's comments)
Yingl's p12 comments (out of scope vs misinterpretation)

Feb 15 ↓ ①
Feb 20 - 22 ↓ ②
Feb 27 - Mar 1 ↓ ③
Mar 6 - Mar 9 ↓ ③

How to review

1. Professional
2. Pleasant (even in reports)
3. Read with & be responsive
4. Be Helpful
5. Be Scientific
6. Be timely & swift
7. Be realistic
8. Be sympathetic
9. Be open (outside of specialization)
10. Be organized

Why to review

- Give back / pay it forward
- Help shape the field
- Incredible learning experience
- Often fun!
- Keep up with field

Organization

Paper summary
Overall comments
Gentle recommendations
Detailed comments (by line & page)

Short vs long reviews

Authors Responses

- A. Pretty much same as how to review
B. The referee is right, even when they're wrong.

Why to not change ms.

- ① Disagree with referee's comments (policy!)
- ② Out of scope or unrealistic. For this ms. (better!)