



Information and guidelines for Global Health Initiative Peer Review Reading Group

Thank you for your interest in participating in the Global Health Initiative (GHI) Peer Review Reading Group (PRRG). This group has been set up to support academics at LSE working on global health related research across a range of disciplines and departments. The group enables members to circulate and discuss papers which are in draft amongst colleagues working in global health across the LSE so that they can provide comments prior to submission for publication. This guidance document aims to draw out good practice for reviewers and reviewees to make the most of the reading group sessions.

The group meets regularly to discuss papers – on average 2-3 times a term. Sessions typically take place during the week for one hour, unless otherwise specified. They offer a good opportunity to meet others working in global health, to get to know each other, and to stay abreast of what colleagues are working on informally. Open to all London School of Economics and Political Science (LSE) staff and PhD students, the group runs on an opt-in basis. Although open to all, sessions tend to have around 6-8 attendees, enabling small group discussion. If you are interested in joining or if you have a paper which you would like to be reviewed, please contact globalhealth@lse.ac.uk

1 Overview of the Peer Review Reading Group

1.1 Aims of the Peer Review Reading Group (PRRG)

- The PRRG is an opportunity for staff and students to share and discuss their research papers prior to publication;
- The PRRG is convened through informal sessions, wherein the “reviewee” receives feedback from the “reviewers”;
- Research papers are inclusive, but not limited to, manuscripts for journal publication and dissertations chapters;
- Sessions are an informal opportunity to engage in professional dialogue about research papers;
- Sessions are NOT an opportunity or mechanism for judging staff or students against set criteria or exposing and remedying poor performance. In such circumstances, separate performance management processes should be initiated.

2 Group membership

2.1 Membership

- Membership to the PRRG is open to all current staff and PhD students from any department within the LSE;
- Members opt-in to the group by contacting the GHI Assistant at globalhealth@lse.ac.uk;
- Members are expected to inform the GHI Assistant should they leave or graduate from the LSE;
- Members are encouraged to actively participate in PRRG sessions throughout the year, either in the capacity of a reviewer or reviewee;
- Members are NOT permitted to share the draft with any individuals outside of the PRRG.

3 Peer Review Reading Group sessions

3.1 Organisation of session

- The GHI aims to host approximately 3 PRRG sessions per term, unless otherwise stated;
- All GHI mailing list members and PRRG members are regularly contacted by the GHI Assistant to ask if they would like to present research to the group
- The GHI Assistant coordinates with those presenting their research for review to arrange a suitable date and time to present to the group;
- Session details are sent out to the GHI mailing list and posted on the GHI web pages at the start of each term;
- A calendar invite is sent to all those who express interest in attending (PRRG members) at the beginning of each term via email with details on the date, time and location;
- Sessions may take place in person at the School or via Skype, Zoom, or Microsoft Teams;
- The GHI reserves the right to cancel or postpone sessions, to align with GHI schedules and workplans.

3.2 Peer review process

- Reviewees are expected to share their draft research paper with the GHI Assistant at the latest **one week** before the scheduled session. This is to ensure reviewers have sufficient time to review the paper and provide feedback;
- Feedback is discussed during the scheduled sessions, however, reviewers may also provide feedback directly to the reviewee, should they be unable to attend the scheduled session;
- Papers for review are only sent out to those who confirm their interest in attending a particular session;
- Reviewers are expected to provide feedback on key elements of their research paper such as, but not limited to, the paper's coherence, methodology, conceptual frameworks, etc.

3.3 Research paper structure

- Reviewees are encouraged to include the following details in their draft paper, where possible:
 1. Proposed title of research paper;
 2. All authors involved in research (including their name, position, department and institution, where applicable);
 3. Research paper's word count;
 4. Abstract including background, methods, findings, implications/recommendations and funding;
 5. Target journal for publication, including the journal's expected word count;
 6. Graphs or references.
 7. Page numbers to enable commenting

If you have any questions, please contact globalhealth@lse.ac.uk