**JECT Student Co-Peer Review Opportunity**

In order to provide students with opportunities to experience the journal peer reviewing process, JECT has come up with a set of procedures to allow for experienced peer reviewers to provide guidance to interested students. The objectives of this set of procedures are to:

* provide the student co-reviewers with instruction before undertaking a peer review assignment,
* provide student co-reviewers with individualized supervision and guidance in preparing their reviews,
* provide student co-reviewers with access to all other peer reviews after the editor has made the final decisions,
* maintain transparency that a co-review has been undertaken,
* ensure authors still receive fair decisions and quality feedback for their submissions, and
* provide the journal with experienced future peer reviewers.

Procedure

1. Program director identifies students who are ready and willing to co-review manuscripts. Ideally, these should be student who either have been a co-author before or will submit a manuscript before completing the perfusion training program.
2. Program director pairs student with a supervising peer reviewer which can be themselves or any other current JECT peer reviewer
3. Student completes on-line peer review training at <https://publish.acs.org/publish/>
4. Program director or supervising peer reviewer informs JECT editor that he or she is ready to receive a manuscript assignment along with a student peer reviewer (name and program).
5. Editor assigns a suitable manuscript to the supervising peer reviewer who forwards a copy of the manuscript to the student
6. Student completes the peer review and sends it to the supervising peer reviewer
7. Supervising peer reviewer also reviews the manuscript and completes their own peer review.
8. Supervising peer review provides feedback to student co-reviewer and submits collaborative peer review to JECT. The student co-reviewers name should be recorded in the Confidential comments to the Editor field in Editorial Manager.
9. When all peer reviews for the manuscript has been completed and the Editor has made a decision, the supervising peer review can gain access to other peer reviews submitted for that manuscript. These other anonymous peer reviews should be provided to the student co-reviewer.
10. When authors submit their responses to their peer reviewer queries, the supervising editor can again access these and forward them to the student co-reviewer when the receive notification of the editor’s final decision.

Students and supervising co-reviewers can continue requesting more manuscripts to gain even more experience. After graduation, if the student has submitted a manuscript of their own to any journal, they may be invited to be an independent peer reviewer for JECT.

**Online training for JECT perfusion student co-peer reviewer program:**

1) Go to: <https://publish.acs.org/publish/>

2) Scroll down to “New To Publishing? Start Here” section.

Click on “Learn About the Peer Review Process” Box.

3) Read page, click on “Enroll in ACS Reviewer Lab” link.

4) Review page, click on “Start Here”

5) Click on "Create free ACS ID”

6) With new login credentials, launch and complete modules and then request manuscript to co-peer review supervising peer reviewer.