



# Sierra Leone Journal of Medicine

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## Guide to Writing a Response to Reviewers' Comments

The response to the reviewers' comments is a crucial component of your revised manuscript submission. In this document, you should outline the revisions you have made and clarify any issues raised by the reviewers during the first round of the review process. Crafting a persuasive reply aids the reviewers and the editorial team in assessing the revised manuscript. This is an important opportunity to demonstrate the improvements you have made.

### How to Structure Your Response

- **Point-by-Point Response:** The most effective method to address the reviewers' criticisms is to provide a point-by-point response. Address the concerns raised by each reviewer individually, ensuring that both the reviewer and the editor can see that you have thoughtfully considered and responded to each concern.
- **Tips and Suggestions**
  - **Address Reviewers' Points:** In your overview, be sure to address every point raised by the reviewers in the decision letter.
  - **Sequential Responses:** Be sure to incorporate all of the reviewers' comments in the order presented in the editor's message to you when crafting your point-by-point response. Ensure you address each comment completely before moving on to the next
  - **Completeness:** Make sure you address every point. If a specific point could not be addressed, briefly explain why.
  - **Professional Disagreement:** It's acceptable to disagree with the reviewers' points, as long as your response is professional, constructive, and backed by scientific reasoning.
  - **Brevity and Specificity:** Keep your responses concise yet specific, which is crucial for clarity and effectiveness.

## How to Use the Provided Table to Present Your Response

Please download the response table from [the following link](https://1drv.ms/w/s!AqJ5rqBuDMi5hbQAcnOvknd6eTxNmA?e=j7i8mE):

<https://1drv.ms/w/s!AqJ5rqBuDMi5hbQAcnOvknd6eTxNmA?e=j7i8mE>.

The table is designed to organize your responses clearly and includes four columns:

- **Column One:** Enter the number of the reviewer (1-3, usually). Ensure you have fully addressed all comments from one reviewer before moving to the next.
- **Column Two:** List the specific reviewer's comment you are addressing.
- **Column Three:** Provide your response to that particular comment.
- **Column Four:** Document the page and line number of the manuscript where the changes have been made. Line numbering has been included in the original manuscript, and this version has been provided to you for ease of reference.
- The table below illustrates how to complete a typical response to reviewers' comments:

*Table 1: Reviewers' Response Table Filled*

Reviewer No	Comments From Reviewers	Author's Response to Reviewers	Location of Revisions
1	The study design was not well described.	We have edited the section by providing more details of the study design.	• Page number 3, line 3-6
2	Please provide the full meaning of abbreviations used in table 1 in the footnote.	Thank You. We have done this	• Page number 5, table 1
3	Figure 2's caption is not very clear to me.	Thank You. We have corrected the error	• Page number 6, Figure 2

By following these guidelines and utilizing the provided table, you can effectively communicate the revisions made to your manuscript, facilitating a thorough review and understanding by the editorial team and reviewers.

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