

Do's and Don'ts of Responding to Reviewer Comments

Do's:

Do thank the reviewers and editors for their time reviewing. ASCE's reviewers and editors are volunteers; they are taking their time to help you improve your manuscript.

感谢审稿人和编辑花时间来审稿。ASCE 的审稿人和编辑都是志愿者，他们会花时间帮助你改进你的手稿。

Do list each reviewer comment and how you've addressed it. If you have decided not to respond to a comment, please explain why.

一定要列出每个评论者的评论以及你是如何处理的。如果你决定不回复评论，请解释原因。

Do provide a thorough, point by point response to the reviewers. Editors especially appreciate if you break up your responses into major and minor revisions.

一定要给评论者提供一个彻底的，逐点的回复。如果你把你的回答分成大修改和小修改，编辑们会特别感激。

Do pay special attention to comments that are repeated between reviewers.

一定要特别注意评论者之间重复的评论。

Do identify where in the text you have made the changes, it is particularly helpful to note the page and line numbers from the original manuscript and revision so comparisons can be made.

一定要确定你在文本中做了哪些修改，特别是要注意原始手稿和修订稿中的页码和行号，以便进行比较。

Do keep the tracked changes copy of your manuscript separate from your main manuscript.

一定要把你的手稿和你的主要手稿分开。

Do use the Response to Reviewer Comments to clarify or correct statements made in the manuscript.

一定要用对审稿人评论的回应来澄清或纠正原稿中的陈述。

Don'ts:

Don't take the reviewer comments personally. We realize the manuscript is your hard work, the reviewers comments are meant to improve the clarity and usefulness of the manuscript to readers.

不要把评论者的评论当真。我们意识到手稿是你辛苦的工作，审稿人的评论是为了提高手稿对读者的清晰度和实用性。

Don't debate. Remember – tomorrow you might be on the reviewer side. Think on how you would react if you received such a response.

别争论了。记住-明天你可能会站在评审一边。想想如果你收到这样的回复你会有什么反应。

Don't say “I've made all the recommended changes”. Say HOW you have made the changes, otherwise it is difficult to note what is different without doing a line by line comparison between the original and revised manuscripts.

不要说“我已经做了所有推荐的更改”。说一下你是如何修改的，否则如果不逐行比较原稿和修订稿，很难注意到什么是不同的。

Don't avoid or ignore specific questions from reviewers as this can sometimes lead to reviewers deciding to decline the revision.

不要回避或忽略评论者提出的特定问题，因为这有时会导致评论者决定拒绝修订。

Don't just submit a tracked changes manuscript; provide a separate document listing the changes made. Tracked changes manuscripts can be submitted as an addendum to your responses.

不要只是提交一份跟踪的更改手稿；提供一份单独的文档，列出所做的更改。跟踪更改手稿可以作为回复的附录提交。