

A template for responding to peer reviewer comments

Responding to peer reviewer comments can often be stressful, particularly when the comments are exhaustive. This document contains templates to help you respond to reviewer comments. Choose the one that works best for you.

Note: The text within brackets [\[like this\]](#) includes tips for you. Remember to delete it when using a template.

[CTRL+click on the template of your choice to access it.]

- [Template 1 – General template](#)
- [Template 2 – Responses by section](#)

A template for responding to peer reviewer comments

Template 1 – General template

Dear Dr./ Mr./Ms. [Editor's Name],

Thank you for giving me the opportunity to submit a revised draft of my manuscript titled [mention the manuscript's title] to [include the name of the journal, italicized]. I/We [use the relevant pronoun "I" or "We" here and wherever applicable throughout] appreciate the time and effort that you and the reviewers have dedicated to providing your valuable feedback on my manuscript. I am/We are grateful to the reviewers for their insightful comments on my paper. I/We have been able to incorporate changes to reflect most of the suggestions provided by the reviewers. I/We have highlighted the changes within the manuscript.

Here is a point-by-point response to the reviewers' comments and concerns.

Comments from Reviewer 1

[How to respond to comments that you agree with]

- Comment 1:** [Paste the full comment here and italicize it.]
Response: [Type your response here.] Thank you for pointing this out. I/We agree with this comment. Therefore, I/we have....[Explain what change you have made. Mention exactly where in the revised manuscript this change can be found – page number, paragraph, and line.]
- Comment 2:** [Paste the full comment here and italicize it.]
Response: Agree. I/We have, accordingly, done/revised/changed/modified.....to emphasize this point. [Discuss the changes made, providing the necessary explanation/clarification. Mention exactly where in the revised manuscript this change can be found – page number, paragraph, and line.]
- Comment 3:** [Paste the full comment here and italicize it.]
Response: I/We agree with this and have incorporated your suggestion throughout the manuscript.

[How to respond to comments that you disagree with]

- Comment 1:** [Paste the full comment here and italicize it.]
Response: [Type your response here.] Thank you for this suggestion. It would have been interesting to explore this aspect. However, in the case of our study, it seems slightly out of scope because.... [Provide a clear explanation/justification providing supporting evidence as far as possible.]

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- **Comment 2:** [Paste the full comment here and italicize it.]

Response: [Type your response here.] You have raised an important point here. However, I/we believe thatwould be more appropriate because....[Provide your justification with clear reasoning/supporting evidence.]

Comments from Reviewer 2

- **Comment 1:** [Paste the full comment here and italicize it.]

Response: [Follow the patterns recommended above.]

- **Comment 2:**

Response:

Additional clarifications

[Here, mention any other clarifications you would like to provide to the journal editor/reviewer.]

In addition to the above comments, all spelling and grammatical errors pointed out by the reviewers have been corrected.

We look forward to hearing from you in due time regarding our submission and to respond to any further questions and comments you may have.

Sincerely,

[name and signature of the corresponding author and date when signed]

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Template 2 – Responses by section

Dear Dr./ Mr./Ms. [Editor's Name],

Thank you for giving me the opportunity to submit a revised draft of my manuscript titled [mention the manuscript's title] to [include the name of the journal, italicized]. I/We [use the relevant pronoun "I" or "We" here and wherever applicable throughout] appreciate the time and effort that you and the reviewers have dedicated to providing your valuable feedback on my manuscript. I am/We are grateful to the reviewers for their insightful comments on my paper. I/We have been able to incorporate changes to reflect most of the suggestions provided by the reviewers. I/We have highlighted the changes within the manuscript.

ABSTRACT

Here is a point-by-point response to the reviewers' comments and concerns.

[How to respond to comments that you agree with]

Comments from Reviewer 1

- Comment 1:** [Paste the full comment here and italicize it.]
Response: [Type your response here.] Thank you for pointing this out. I/We agree with this comment. Therefore, I/we have....[Explain what change you have made. Mention exactly where in the revised manuscript this change can be found – page number, paragraph, and line.]
- Comment 2:** [Paste the full comment here and italicize it.]
Response: Agree. I/We have, accordingly, done/revised/changed/modified.....to emphasize this point. [Discuss the changes made, providing the necessary explanation/clarification. Mention exactly where in the revised manuscript this change can be found – page number, paragraph, and line.]
- Comment 3:** [Paste the full comment here and italicize it.]
Response: I/We agree with this and have incorporated your suggestion throughout the manuscript.

[How to respond to comments that you disagree with]

- Comment 1:** [Paste the full comment here and italicize it.]
Response: [Type your response here.] Thank you for this suggestion. It would have been interesting to explore this aspect. However, in the case of our study, it seems slightly out of scope because.... [Provide a clear explanation/justification providing supporting evidence as far as possible.]

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- **Comment 2:** [Paste the full comment here and italicize it.]

Response: [Type your response here.] You have raised an important point here. However, I/we believe thatwould be more appropriate because....[Provide your justification with clear reasoning/supporting evidence.]

Comments from Reviewer 2

- **Comment 1:** [Paste the full comment here and italicize it.]

Response: [Follow the patterns recommended above.]

[List the other comments for this section in the same format.]

INTRODUCTION

Comments from Reviewer 1

- **Comment 1:** [Paste the full comment here and italicize it.]

Response: Type your response here, unitalicized.

[List the other comments for this section in the same format.]

Comments from Reviewer 2

- **Comment 1:** [Paste the full comment here and italicize it.]
- **Response:** [Follow the patterns recommended above.]

[...Continue this for the other sections in the manuscript.]

Additional clarifications

[Here, mention any other clarifications you would like to provide to the journal editor/reviewer.]

In addition to the above comments, all spelling and grammatical errors pointed out by the reviewers have been corrected.

We look forward to hearing from you in due time regarding our submission and to respond to any further questions and comments you may have.

Sincerely,

[name and signature of the corresponding author and date when signed]