

# PREreview Clubs onboarding document

## Table of contents

- [What is a PREreview Club?](#)
- [How do I start a PREreview Club?](#)
- [What does a PREreview Club webpage look like?](#)
- [What do I have to do as a PREreview Club Lead?](#)
- [What happens when someone publishes a review for my PREreview Club?](#)
- [What if I need help?](#)
- [Will the PREreview Clubs process be more automated in the future?](#)

## What is a PREreview Club?

[PREreview Clubs](#) are collaborative preprint reviewing groups that form around a shared affiliation, affinity, interest, location, or any other common cause. Club members work together to offer timely, constructive peer feedback to preprint authors.

These clubs take the place of the older “Communities” on our website. We’ve overhauled those groups into our new PREreview Clubs with community feedback from design sprints, user research interviews, and collaboration with partners like [ASAPbio](#) and the [Howard Hughes Medical Institute](#) (HHMI).

## How do I start a PREreview Club?

Anyone who wants to form a collaborative preprint reviewing group can ask to start a Club. While we hope to automate the process more in 2024, right now, the PREreview Team will set up the Club on your behalf. That means that you should [complete this form](#) with the required information if you’d like to start a PREreview Club. We’ll get back in touch with you to describe the rest of the process, answer your questions, and make sure PREreview Clubs are a good fit for what you want to achieve.

If everything seems right, we’ll get your Clubs page set up and go through our workflow with you to make sure that your Club and all its participating authors are credited on the reviews you author together.

We will need the following information from you:

- The name of your PREreview Club.
- A short blurb describing the purpose of your PREreview Club and how frequently you plan to author reviews together.

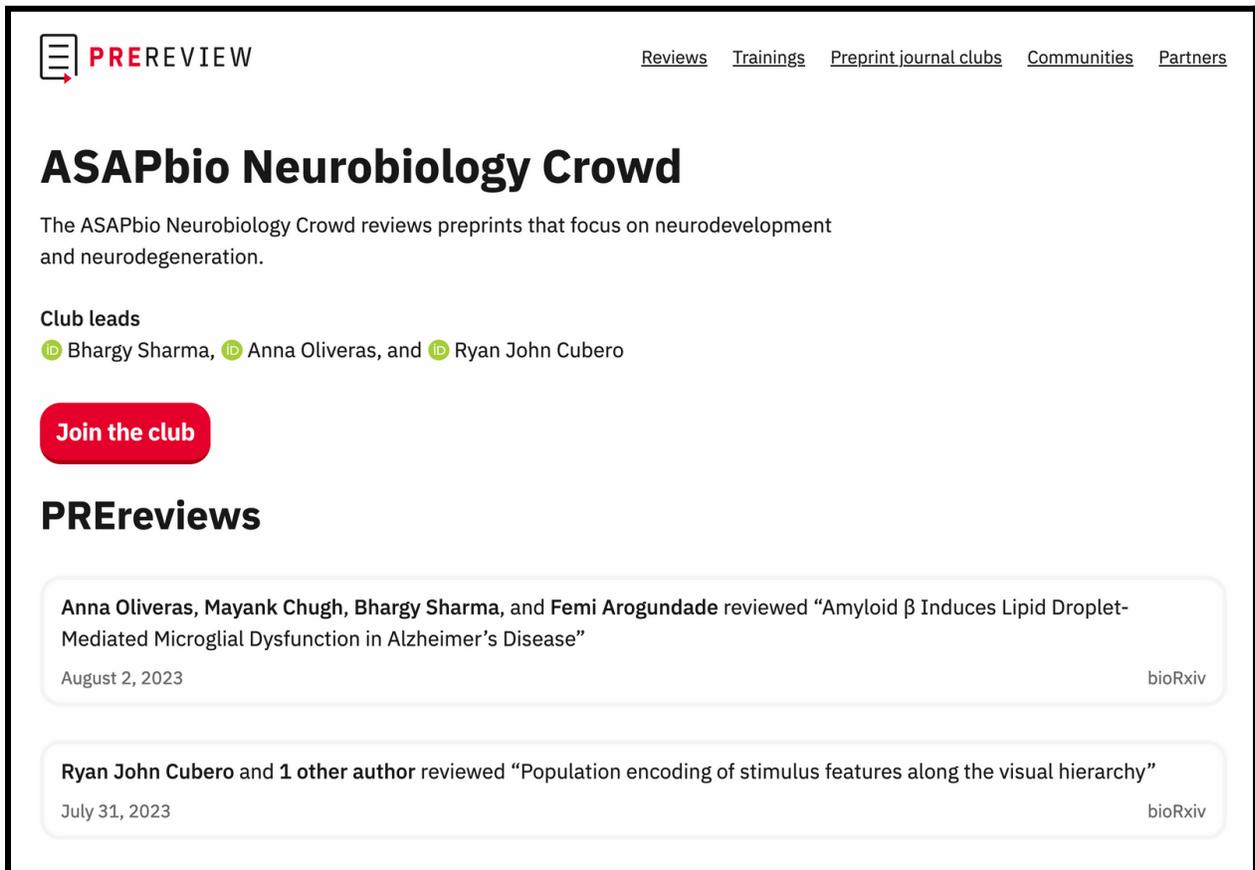
- Your name (as PREreview Club Lead).
- The names of PREreview Club members who would like to be listed publicly a part of the club.
- The research areas that interest your PREreview Club the most.
- Optional: A URL for a “Join this club!” button if you would like us to include that button and make your club open to anyone.

You might start a PREreview Club based on affinity, geography, or language. You might also start a club for your class, lab, institution, or organization. You might even start a club for your friends who love collaborative preprint review!

If you're interested, remember to [complete this form](#) to learn more!

## What does a PREreview Club webpage look like?

It looks a bit like this, though we may update the format of this page from time to time.



The screenshot shows the club page for 'ASAPbio Neurobiology Crowd'. At the top left is the PREREVIEW logo. To the right are navigation links: Reviews, Trainings, Preprint journal clubs, Communities, and Partners. The main heading is 'ASAPbio Neurobiology Crowd'. Below it is a description: 'The ASAPbio Neurobiology Crowd reviews preprints that focus on neurodevelopment and neurodegeneration.' Under 'Club leads', it lists 'Bhargy Sharma, Anna Oliveras, and Ryan John Cubero' with ORCID icons. A red 'Join the club' button is present. The 'PREreviews' section lists two reviews: one by Anna Oliveras, Mayank Chugh, Bhargy Sharma, and Femi Arogundade on August 2, 2023, and another by Ryan John Cubero and 1 other author on July 31, 2023. Both reviews are linked to bioRxiv.

*This is a screenshot of the ASAPbio Neurobiology Crowd club page on PREreview.org. It lists the name of the club, a description of the club, the names of its club leads, a join the club button, and a list of PREreviews authored by the club.*

## What do I have to do as a PREreview Club Lead?

As a PREreview Club Lead, you need to:

- Organize your PREreview Club and its collaborative review events.
  - We can help you brainstorm community engagement strategies and events for your PREreview Club. Please reach out to us by email at [community@prereview.org](mailto:community@prereview.org) for this kind of PREreview Clubs support.
- Recruit and manage membership for your PREreview Club.
- Make sure that each club member has an ORCID iD and a PREreview account so that the reviews they author as part of your PREreview Club can be included in their PREreview activity history and so that we can follow up on any Code of Conduct violations if necessary.
- Let us know when your PREreview Club publishes a review.
  - You can do this by emailing us at [help@prereview.org](mailto:help@prereview.org).
- Ask the authors of each review to email us at [help@prereview.org](mailto:help@prereview.org) to let us know if they would like us to credit them using their public PREreview accounts, using their PREreview pseudonyms, or anonymously.
  - Your authors should be able to share their choices with us individually to preserve their privacy if they would like to use a pseudonym or be credited anonymously.
  - Authors should include the DOI of the preprint they reviewed or a link to its page on PREreview.org in these emails so we know where to add them.

You can use any approach or platform that works for you and your community, organization, or project to manage all of this information.

With the consent of your PREreview members and within the boundaries of your data policies, you may want to maintain a spreadsheet listing each review, its DOI, and those authors involved who want to be credited publicly for their contributions.

## What happens when someone publishes a review for my PREreview Club?

The workflow for publishing as PREreview Club goes like this:

1. Once your PREreview Club has finished collaboratively authoring a review, the PREreview Club Lead or a primary author should publish it.
2. The PREreview Club lead should email [help@prereview.org](mailto:help@prereview.org) to let us know the PREreview has been published. Please include the DOI of the PREreview.
3. The PREreview Club Lead should remind everyone who contributed to the review to email us at [help@prereview.org](mailto:help@prereview.org) to let us know if they want us to credit them using their public PREreview account, using their PREreview pseudonym, or anonymously.

4. The PREreview team edits your PREreview's metadata in Zenodo to add additional authors (as we receive their emails) and to add your PREreview Club's name to the review.
5. The updated metadata on Zenodo shows up on your club's PREreview on [PREreview.org](#).
6. Your PREreview shows up on your PREreview Club's page on our website.

## What if I need help?

To start the PREreview Clubs process, please [complete this form](#).

To get technical help with a PREreview Club's webpage or reviews, please email [help@prereview.org](mailto:help@prereview.org). You can also reach us on the #help channel on the PREreview community Slack.

To get help with strategies for outreach and events for your PREreview Club, please email [community@prereview.org](mailto:community@prereview.org)

## Will the PREreview Clubs process be more automated in the future?

Yes! We are working to optimize the PREreview Clubs user interface and experience in 2024. Not everything will be automated, but more and more of the workflow should require less individual effort by the end of next year.

---

Last updated 2 October 2023