

Open Peer Reviewers in Africa Module III

Assignment and Resources

THIS DOCUMENT IS A **TEMPLATE [PLEASE MAKE A COPY BEFORE MODIFYING IT]** FOR OPEN PEER REVIEWERS IN AFRICA WORKSHOP TRAINERS TO ADAPT FOR THE MODULE III ASSIGNMENT AND SHARE WITH THEIR TRAINEES. BECAUSE THE PREREVIEW PLATFORM IS UPDATING ITS SYSTEMS, THERE IS A POSSIBILITY THAT THE CONTENT OF THIS DOCUMENT MAY NOT BE UPTODATE. PLEASE EMAIL engineering@prereview.org AND LET US KNOW THAT YOU ARE ABOUT TO SHARE THIS DOCUMENT SO THAT WE CAN HELP YOU UPDATE IT IF THERE IS A NEED. THANK YOU!

WHAT IT IS EXPECTED OF YOU

- **By [insert date]** please complete the following tasks of this assignment:
 - Read the content of this document;
 - Add your name to your choice of [identity option](#);
 - Complete Part A of the [full PREreview Assignment](#).
- **By [insert date]**
 - Complete Part B of the [full PREreview Assignment](#) so that we can publish the full PREreview by **[insert date]**.
 - If you chose identity option 2 or 3, [fill out a rapid PREreview](#) of the preprint.

WHAT YOU CAN EXPECT OF US

- We will help coordinate the asynchronous collaborative writing of the full PREreview in this document.
- We will publish the full PREreview under the [AfricArXiv Reviewers community page](#) respecting your choice of identity disclosure.
- We will assist you in creating ORCID and PREreview accounts or anything else should you need any assistance with this assignment.

FULL PREREVIEW IDENTITY OPTIONS

As one of the Open Peer Reviewers in Africa trainees, you participated in the collaborative discussion of this preprint [\[insert link to preprint discussed in Module III\]](#). We are now going to put together the fruits of that discussion [\[insert link to google document used for Module III\]](#) into a full PRereview and publish it on [PRereview.org](https://prereview.org).

You have 3 options around how you wish us to name you as a contributor to the full PRereview. Please add your name below the option you wish to choose.

- **OPTION 1: NO RECOGNITION (no account registration required)**

You choose this option if you don't want to have your real identity associated with the full PRereview and don't want to register for any account online.

This means that there will be no way for you to prove that you were part of this effort and that you contributed to providing feedback to this preprint.

Names of trainees who want to take this option:

- **OPTION 2: ANONYMITY (ORCID and PRereview account registration required)**

You choose this option if you don't want to have your real identity associated with the full PRereview but are comfortable with registering your name on [ORCID](#) and creating a PRereview account (see below to [learn how and what it means to create these accounts](#)).

This means that you will need to create one account on ORCID and use the same credentials to sign up to PRereview. Once you have an account on PRereview, you will have access to two personas: one is your "Anonymous Persona" which is active by default and is a made-up and uneditable combination of an animal and a color (e.g., yellow penguin), and one is your "Public Persona" which displays your name and your ORCID ID. Through the editing function on your PRereview profile, you will then be able to activate the Anonymous Persona and use that one to sign your rapid and full PRereview. Your Anonymous persona name will be displayed as one of the authors of the full PRereview, but only you¹ (if you don't share your Anonymous persona name with anyone) will know your real identity.

¹ PRereview staff can also access your identity in our database should a violation of [Code of Conduct](#) be reported. But we will never share your Anonymous identity with anyone, and it is not something we access unless there is a need to communicate with a preprint review author or to temporarily or permanently block their account.

Names of trainees who want to take this option:

OPTION 3: PUBLIC IDENTITY

You choose this option if you are comfortable with creating an ORCID and PRereview account and you want to sign the review with your name so that it links to your scholarly record and you can get recognition for your contribution to this review.

This means that as in option 2, you will have to create one account on ORCID and use the same credentials to sign up on PRereview, but you will choose the Public Persona to sign your reviews. This way your name will be displayed in full as one of the authors of the rapid and full PRereviews, and you will be able to point to it as part of your contribution to open preprint review.

Names of trainees who want to take this option:

HOW TO SIGN UP TO PREREVIEW

Login and signup to PRereview is done via the [ORCID Public API](#). That means that to create an account and log into the platform you will need to first register on ORCID and receive your unique ORCID identifier (iD). Regardless of this engagement, we highly recommend you do this as it is very important to have a unique identifier of your scholarly contributions ([see this video to learn more](#)). If you already have an ORCID iD, jump [here](#).

FAQs regarding ORCID and PRereview:

What is an ORCID iD?

An ORCID iD is a persistent identifier that is unique to you. It is meant to uniquely identify researchers to make sure scholarly output is associated with the right author. You can imagine, for example, that there are more people than just you with your name, so having a unique identifier can ensure that the right researcher is recognized for the work they published.

Do I have to be a researcher to register on ORCID?

No. While the ORCID iD is used to track contributions to the scholarly record so it only makes sense to have one if you want to contribute to it, anyone can create one. And within

Instructions and context for this document can be found in the [Open Peer Reviewers in Africa Trainer Guide](#) the scope of the open scholarship movement it is to elevate preprint reviews to being recognized as scholarly contributions.

Here you can read more about ORCID [mission](#) and [vision](#).

How do I register my ORCID iD?

Here is a [VIDEO ON HOW TO CREATE YOUR ORCID iD](#). Note that you have full control over what content and who sees the content that may be associated with your scholarly record.

Note that when you sign up to PREreview, we will import basic information you made publicly available on your ORCID profile to your PREreview profile—e.g., your name, your biography, your list of publications, and your publicly shared email address(es). If this information is set to private, none of it will be imported to your PREreview profile.

How do I make a PREreview account?

Once you have your ORCID iD login credentials, signing up (and then logging in to) for PREreview is easy. Go to [PREreview](#) and click on Log in/Sign up then follow the steps.

Here is a [VIDEO THAT WALKS YOU THROUGH THE STEPS OF SIGNING UP TO PREREVIEW](#).

**Please note that your default profile persona will be your Anonymous one. If you want to choose option 3, you will have to edit your profile to activate your Public persona.

HOW TO PUBLISH A PREPRINT REVIEW ON PREREVIEW

On PREreview you can contribute to preprint review in two ways: by writing a rapid PREreview and by writing a full PREreview.

A **rapid PREreview** is a structured review made up of 12 Yes/No/N/A/Unsure questions designed to capture the essence of a preprint. The questions are formulated such that “Yes” refers to positive characteristics (e.g., data availability), while “No” refers to the absence of such aspects.

A **full PREreview** is a free text review of a preprint. This can be anything from a few sentences to a long review tantamount to a traditional journal review. Full PREreviews get a digital object identifier (DOI) on an open repository called [Zenodo](#)—just as you got your unique identifier with ORCID, this review also got a unique identifier to be easily discovered and linked to its preprint.

Instructions and context for this document can be found in the [Open Peer Reviewers in Africa Trainer Guide](#)

For the purposes of this workshop, you will contribute to writing one full PREREVIEW with your fellow trainees and the help of your instructors.

If you selected option 2 or 3 and you want to be an author (either anonymously or with your public identity) you and anyone else who wants to author the full PREREVIEW, will have to first fill out a rapid PREREVIEW on the preprint of choice.

HOW TO FILL OUT A RAPID PREREVIEW

We have already requested feedback on this preprint, so to fill out a rapid PREREVIEW you can [go directly to the split screen page](#) and click on the Add PREREVIEW(s) button.

You'll land on a split screen where the preprint title and abstract or the pdf, if available, will visualize on the left, and the empty rapid PREREVIEW will appear on the right. Answer the questions based on your best knowledge of the preprint.

Here is a [VIDEO OF HOW TO FILL OUT AND PUBLISH A RAPID PREREVIEW](#).

**If you chose the identity option 3, you want to publish the reviews with your real identity, make sure to navigate to your profile page (click on the avatar on the top right and select View Profile) and switch the persona to your Public Persona before you submit your rapid PREREVIEW.

HOW TO FILL OUT A FULL PREREVIEW

Once you have submitted a rapid PREREVIEW, you'll be prompted to write a full PREREVIEW. **Do not take this action** as we will submit one together after we [draft it collaboratively below](#).

COLLABORATIVE DRAFT OF THE FULL PREREVIEW

Assignment Part A - complete by **[insert date]**

- Find your name below and begin organizing and collapsing the discussion points we collected last Thursday into coherent sentences.
- Begin drafting a summary paragraph and the list of major and minor issues using constructive language.

Instructions and context for this document can be found in the [Open Peer Reviewers in Africa Trainer Guide](#)

Assignment Part B - complete by **[insert date]**

- Make sure that each issue (major and minor) is accompanied by constructive, actionable, and clear recommendations on how to address it.
- (Optional) use the [Review Assessment Rubric](#) to guide your final assessment of the full PREreview draft before it's published.
- [Sign off](#) - once you are happy with the draft review, write your name at the bottom of this page so we know you are okay with us publishing it.

Draft starts here - the text below will be copied and pasted on PREreview minus instructions (blue)

Title: Full PREreview of "[insert title of the preprint]"

by [insert list of authors of the preprint] [insert date of preprint publication]. [insert preprint server] - doi: [insert DOI aka digital object identifier for the preprint]

Full PREreview reviewing authors in alphabetical order: [insert list of participants who will be authors of this review - check out the choice of identity option so that you know how they will want to be named if at all]

Full PREreview text

This full PREreview is the result of a live-streamed preprint journal club organized and hosted by [insert name of hosting organization or facilitator(s)] as part of the Open Peer Reviewers in Africa workshop training.

Summary paragraph: Overview, take-home message, positive feedback

*Please use the group answers to **questions 1-3** given during the discussion and pasted below for reference to write the full PREreview's summary paragraph. Here's the document where we discussed the preprint [insert link to the document used for Module III] and [here is an example full PREreview for reference.](#)*

Instructions and context for this document can be found in the [Open Peer Reviewers in Africa Trainer Guide](#)

Draft summary paragraph

[insert summary paragraph text here]

Evidence and Examples: Major and Minor Issues + Constructive feedback

*Next we want to list our issues dividing them into Major and Minor. To do that, please refer to the group answers to the **questions 7, 8, 12, 14, 15, 18-20** given during the discussion and pasted below. Here's the document where we discussed the preprint **[insert link to the document used for Module III]** and [here is an example full PREreview for reference](#).*

For Part B of the assignment we will want to associate constructive, clear, and actionable feedback to each issue. Remember you are writing to another human being, so be respectful and realistic. Also, if you are unsure about something, be honest and say you are unsure. Don't feel afraid to admit if you are not confident about your concerns, or part of the work is out of your area of expertise.

List of major issues and feedback

-
-
-

List of minor issues and feedback

-
-
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Final remarks

We thank the authors for sharing their work as a preprint. We hope our feedback above will be helpful as they consider any revisions to the manuscript or future lines of work.

Draft ends here

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Instructions and context for this document can be found in the [Open Peer Reviewers in Africa Trainer Guide](#)

Sign off - add your name and date below once you are happy with the final draft of the full PREreview to be published