

PSL1066H

RESPONSE TO REVIEWERS: DOs AND DON'Ts

DO:

- Respond politely and respectfully.
- Dissect the Reviewers' comments point-by-point and give appropriate responses.
- Respond to all of the major criticisms raised. Suggest what changes might be made to address these criticisms.
- Either concede or defend/relent. If you disagree with a Reviewer, then explain why and provide additional information if appropriate.
- The responses should be self-contained and understandable as a stand-alone document. They should be constructive and written with a positive tone.
- If you disagree with specific comments, then state your counterarguments firmly but politely.
- "... the Reviewer misunderstood...." is a common response. But the fault may be with the Proposal. Perhaps the Proposal was ambiguous and/or poorly written.

DON'T

- Sarcasm, belligerence or self-righteous indignation is not suitable. Don't be angry, resentful or condescending.
- On the other hand, do not flatter or excessively complement the Reviewers.