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11.16 Don’t make indiscriminate comments about the level of English.

11.17 Be careful of your own level of English and spelling.

11.18 My plea to referees with regard to author’s level of English.

12 Writing a Reply to the Reviewers’ Reports

12.1 What’s the buzz?

12.2 Remember that yours is not the first paper to have been rejected.

12.3 Structure your reply to the referees in a way that will keep referees and editors happy.

12.4 Present your answers to the reviewers using the clearest possible layout.

12.5 Be brief.

12.6 Call yourselves *we* not *the authors*.

12.7 Don’t be embarrassed to say you don’t understand the referee’s comments.

12.8 Use the present and present perfect to outline the changes you have made.

12.9 Justify why and where you have not made changes.

12.10 If you disagree with the reviewers, always be diplomatic.

12.11 If a reviewer finds a limitation in your work, deal with the criticism constructively.

12.12 Don’t find things to criticize in the referee’s work or in the workings of the journal.

12.13 Be aware of what might happen if you ignore the referee’s advice.

13 Communicating with the Editor

13.1 What’s the buzz?

13.2 Focus only on what you need to achieve.

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