*Observational Studies* uses the *single anonymized* model of peer review. In this commonly used model, the authors do not know the identities of the reviewers, but the reviewers do see the authors’ names and affiliations.

The following process is followed for all submissions except for invited commentaries which are not peer reviewed.

1. **Assessment by the Editor-in-Chief (EIC)**

   The EIC evaluates whether the submitted manuscript is appropriate for the journal and is sufficiently original and interesting. If not, the paper may be rejected without being reviewed any further.

2. **The EIC assigns an Associate Editor (AE)**

   If the submission is not desk rejected, the EIC will assign an AE to handle the paper.

3. **The AE invites reviewers**

   The handling AE sends invitations to individuals with expertise in the area to serve as reviewers/referees. The minimum number of reviewers is 2 (although if the AE chooses to provide a full report, then only one additional reviewer is required). We ask reviewers to provide their reports in a timely fashion (within 6-8 weeks of acceptance of the review assignment).

4. **The AE evaluates the reviews**

   The handling AE considers all referee reports before making an overall decision. If the reviews differ widely, the AE may invite an additional reviewer or consult the EIC.

5. **The decision is communicated to the authors**

   The decisions include Accept, Revise & Resubmit (major or minor), or Reject.

   - If accepted, the authors are asked to upload their .tex file and all source files to Scholastica. There will be no further typesetting or proof reading by the journal so authors should very carefully read through their final manuscript before final submission.
   - If a revise & resubmit is requested, authors are asked to resubmit their manuscript within 6 months of receiving the decision.