

FREE RESEARCH RESOURCE

Journal Revision Response Planner

Turn an editor decision letter and reviewer comments into a complete, traceable revision record.

How to use this resource

Work through each item against your own programme, institution, supervisor guidance, ethics approval, verified sources, and actual data. Mark items only when you can show the supporting evidence or decision record.

BEFORE REVISING

Before revising

- [] Save the decision letter, reviewer comments, submitted manuscript, supplementary files, and author instructions.
- [] Copy every comment exactly and split multi-part requests into separately trackable actions.
- [] Classify each item as scientific, methodological, analytical, reporting, language, formatting, or clarification.
- [] Flag conflicting requests, new-analysis demands, unavailable evidence, and decisions requiring co-author agreement.

FOR EVERY RESPONSE

For every response

- [] Begin with a direct answer and acknowledge the purpose of the comment.
- [] Describe the action taken or explain respectfully why the suggestion was not adopted.
- [] Identify the exact page, section, table, figure, line, or supplementary-file location.
- [] Verify that the response letter and the revised manuscript contain the same change.

FINAL AUDIT

Final audit

- [] Every editor and reviewer comment has a response, action, location, or justified explanation.
- [] Numbers, terminology, references, declarations, and files remain consistent after revision.
- [] No placeholder, private note, tracked comment, or wrong-version file remains.

RESPONSE MATRIX - PAGE 1

Record the original comment or a precise summary, the action or evidence needed, the manuscript location, and current status.

Comment	Required action / evidence	Manuscript location	Status

RESPONSE MATRIX - PAGE 2

Use additional copies of this page when the decision letter contains more comments.

Comment	Required action / evidence	Manuscript location	Status

Recommended response pattern

Response: direct answer. Action: what changed and why. Location: page, section, table, figure, or line. If not changed: respectful evidence-based explanation and any clarifying manuscript text.