Exert from: Ten simple rules for writing a response to reviewers

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Rule 1: Provide an overview, then quote the full set of reviews

Rule 2: Be polite and respectful of all reviewers

Rule 3: Accept the blame

Rule 4: Make the response self-contained

Rule 5: Respond to every point raised by the reviewer

Rule 6: Use typography to help the reviewer navigate your response

Rule 7: Whenever possible, begin your response to each comment with a direct answer to the point being raised

Rule 8: When possible, do what the reviewer asks

Rule 9: Be clear about what changed relative to the previous version

Rule 10: If necessary, write the response twice

Reference

1. 1.Calcagno V, Demoinet E, Gollner K, Guidi L, Ruths D, de Mazancourt C. Flows of research manuscripts among scientific journals reveal hidden submission patterns. Science. 2012;338(6110):1065–1069. pmid:23065906