**Responsibilities of Reviewers**

Reviewers should be experts in related fields and they are accountable for assisting the Editorial Office in manuscripts reviewing. The duties of reviewers are as follows:

1. Confidentiality of the review process should be maintained.

(1) Contents in manuscripts including the data, information, and points of argument should not be revealed. Reviewers should not disclose the content of manuscripts unless permission is granted from the Editorial Office.

(2) The identity of reviewers and details of their review process should not be disclosed to a third party.

(3) After review, reviewers should not keep manuscripts in whatever form and shall comply to the regulations in data security.

2. Reviewers shall not use confidential information of manuscripts under review in their own research, for example, research data and results of the manuscripts.

3. If manuscripts are below standards or unable to be reviewed in reviewers' opinion, the Editorial Office should be notified in a timely manner.

4. Reviewers should alert the Editorial Office if there is any blatant conflict of interest. Conflict of interest includes, but not limited to:

(1) Reviewer has personal or professional relationship or cooperation with the author.

(2) Reviewer has competition with the manuscript under review.

5. Reviewers should finish their review on manuscripts in time. The Editorial Office should be notified if reviewers are unable to continue their review work or need more time.

6. Reviewers should treat all manuscripts objectively and attentively and give sound review comments. Where appropriate, reviewers could provide authors with published articles for reference.

7. Reviewers could discuss manuscripts in a polite and professional way, focusing on the contents of manuscripts rather than authors.

8. If any similarity is found between the manuscripts under review and published or ready-for-publication articles, reviewers should alert the Editorial Office.

9. Please notify the Editorial Office if any potential unethical behavior is found in manuscripts, which includes, but not limited to:

(1) Academic misconduct, for example, plagiarism and falsification.

(2) Ethical issues involved with studies and experiments in human beings and animals.