**Note**

To avoid future problems, always get signed statement of CoIs from all authors and reviewers before publication. Ensure journal guidelines include clear definition of CoI.

**UNDISCLOSED CONFLICT OF INTEREST IN A SUBMITTED MANUSCRIPT**

1. **REVIEWER INFORMS EDITOR OF AUTHOR’S UNDISCLOSED CONFLICT OF INTEREST (CoI)**
   - Thank reviewer and say you plan to investigate
   - Contact author(s) and express concern

2. **Author(s) supplies relevant details**
   - Thank author(s) but point out seriousness of omission
   - Amend competing interest statement as required

3. **Author(s) denies CoI**
   - Explain journal policy/CoI definition clearly and obtain signed statement from author(s) about all relevant CoIs

4. **PROCEED WITH REVIEW**

5. **INFORM REVIEWER OF OUTCOME/ACTION**

It may be helpful to provide a copy of the journal’s policy/definition of CoI.