**REVIEWER (OR EDITOR) RAISES ETHICAL CONCERN ABOUT MANUSCRIPT**

Thank reviewer (or editor) and say you plan to investigate

Request author to supply relevant details

**SATISFACTORY RESPONSE**

APOLOGISE TO AUTHOR, INFORM REVIEWER OF OUTCOME AND PROCEED WITH REVIEW

**INFORM AUTHOR THAT REVIEW PROCESS IS SUSPENDED UNTIL CASE IS RESOLVED**

Forward concerns to author’s employer or person responsible for research governance at institution

**CASE RESOLVED SATISFACTORYLY**

Inform author that review process is suspended until case is resolved

**NO OR UNSATISFACTORY RESPONSE**

For example, request evidence of ethical committee/IRB approval or copy of informed consent documents

For COPE members, consider submitting case to COPE Forum if it raises novel ethical issues

Contact institution at 3-6 monthly intervals, seeking conclusion of investigation

**NO OR UNSATISFACTORY RESPONSE**

REFER TO OTHER AUTHORITIES (E.G., MEDICAL REGISTRATION BODY, UKPRI, ORI)

INFORM REVIEWER ABOUT OUTCOME/ACTION