em Editorial Manager®

Tutorial for Reviewers

Version 6.0 – 9/17/2007

Reviewer Tutorial

Reviewer Software Requirements

As a Reviewer using Editorial Manager, you must have Adobe Acrobat Reader (a PDF reader) installed on your system. If you need to install this software, you can download the free Adobe Acrobat Reader at the following address:

http://www.adobe.com/products/acrobat/readstep2.html

If you experience difficulty installing or utilizing this software, you should contact your IT department for assistance. Adobe also offers a help database for their free Reader at this address:

http://www.adobe.com/support/products/acrreader.html

For general Software and Hardware requirements when using EM, please use the following link:

http://www.editorialmanager.com/homepage/homefaq10.html

A pop-up alert box is displayed if you are accessing the system with an unsupported browser.

Reviewer Login Overview

When an Editor invites a Reviewer to review a submission, the Editor is given the option to 'Proxy Register' them if they are not already registered in their Journal's EM site. This can be done by giving the minimum information of 'First Name', 'Last Name' and 'E-mail Address'. If you have been proxy registered, you may receive an e-mail detailing this username and password. You may also receive an e-mail inviting you to review a paper. There will be links pointing you to the Journal site and to the paper that you have been invited to review. You can choose to 'Accept' or 'Decline' the invitation.

Following a proxy register, the first time you log in to the system, you will be prompted to enter more information.

Registering with EM

If the Journal requesting that you review has not issued you a username and password via e-mail, then you should assume that you need to 'Register' with that Journal's EM site.

From the main navigation menu at the top of the Journal site's Welcome screen you will see a set of menu options. Click on '**REGISTER**'.

Once you click **'REGISTER'** the following screen will be displayed:

Fill in the Required Pre-Registration information and click '**Continue >>**' when done. There will then be a 'Duplicate Registration Check'.

Duplicate Registration check

EM will be able to check whether you are already registered once you have entered your **First Name, Last Name** and **E-mail Address**. Click on the button labeled '**Continue'**. This will execute a search of the database for a duplicate record.

Note: *It is important that you enter your name exactly as you are known. It is not unusual for variations of spelling to cause duplicate entries onto the database.*

Possible Outcome of Duplicate User Test

If a match is found (i.e. the presence of duplicates), the user cannot proceed with their Registration at this time. EM gives the user the option of receiving an e-mail containing the Username and Password to the e-mail address already in the system.

At this point you will be given the option to be sent an e-mail that will contain your existing username and password. Click on '**Yes'** if you think you might already be registered. If you are sure that you are not already registered, then click on '**No'.** The system will now present you with the registration page, which gives you the option to change **First Name, Last Name, E-mail address** or **all three fields.**

If no matches are found (i.e. no duplicates), then you will proceed to the second step in the Registration process.

Registration Process

The following screens will be displayed:

REGISTRATION PAGE

Welcome to the Journal of Wendy Moore

We are happy to offer our contributors the opportunity to submit their papers online using Editorial Manager®.

The following information will guide you through the Editorial Manager® system. Instructions and information about using this system and FAQs for Authors and Reviewers are available in the HELP section.

If you are still having difficulty, contact Wendy Moore - Journal Office Adminstrator (wmoore.edmgr.com). Requests for help and other questions will be addressed in the order received.

Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Personal Information   Insert Special Character

Title	
First Name *	Darren
Middle Name	
Last Name *	Morrison
Degree	(Ph.D., M.D., Jr., etc.)
Preferred Name	(nickname)
Primary Phone *	(including country code)
Secondary Phone	(including country code)
Secondary Phone is for	Mobile ⦿ Beeper ○ Home ○ Work ○ Admin. Asst. ○
Fax Number	(including country code)
E-mail Address *	darren@emtesting.co.uk

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)

Preferred Contact Method *   E-mail ⦿ Fax ○ Postal Mail ○ Telephone ○

Institution Related Information   Insert Special Character

Position	
Institution	
Department	
Street Address	
City	
State or Province	
Zip or Postal Code	
Country *	Please choose a country
Address is for *	Work ⦿ Home ○ Other ○
Available as a Reviewer?	Yes ○ No ⦿

Additional Information

*   Select Personal Classifications

Choose A User Name   Insert Special Character

The username you choose must be unique within the system.
If the one you choose is already in use, you will be asked for another.

Enter preferred user name *

Once you have filled in the required information, click the button below.

Continue >>

Note: *Information fields marked with asterisks (*) cannot be left empty.*

If you would like the Journal to know that you are available as a Reviewer, you can set the Option "Available as a Reviewer?" to 'Yes'. This means that when an Editor is searching for Reviewers, your name will appear in a list of possible Reviewers. However, simply stating that you are available to review does not give you the 'Reviewer' role. The Journal Office must then designate you as a Reviewer in the EM System.

At the bottom of the form, you must enter a preferred username. Failure to enter a username or any other required information for your registration will result in the following warning:

ERROR NOTICE

Your preferred username was not entered.
Your Personal Classifications were not entered.

Please use the button below to go back to the Previous Page and enter the missing information.

<< Previous Page

Note: *You must remember this username in order to access the Journal's EM system.*

If the Journal is using classifications, you may also select your own personal classifications from their predefined list. This will give the Journal Office the ability to match your personal areas of expertise with to manuscripts with the same classifications.

Note: *If the Journal Office has set up classifications as a required field, you must select your areas of expertise from this predefined list.*

When you are satisfied with the information you have provided, click the '**Continue >>**' button at the bottom to proceed.

A 'Registration Confirmation' page will appear, allowing you to double check that you have entered the correct information. Please take a good look to make sure everything is spelled correctly and that your e-mail address is correct.

CONFIRM REGISTRATION

Please confirm the following very important information:

First Name: **Darren**
Last Name: **Morrison**
Username: **Dazza**
Email Address: **darren@emtesting.co.uk**
Country: **BELGIUM**

If any of the information above is incorrect, please click the 'Previous Page' button below to go back and make the necessary correction(s) and submit the form again.

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

<< Previous Page   Continue >>

If all fields are correct, click on '**Continue >>**'. You have now completed the registration process, and may quit out of your browser to check your e-mail for the password that will be sent to you.

Custom Registration Questions

If the journal has opted to require that users respond to registration questions the following step will appear before you can complete the registration process. A box with an asterisk next to it indicates required information.

The questions are completely configurable by the journal office. Once you have provided the journal with the necessary information, click on the Continue button to proceed.

Multiple E-mail Address Request

A new SPAM information warning next to the e-mail address field on all people data pages (New User Registration, Update My Information and Alternate Contact Information), strongly urges users to enter a second e-mail address. If, for some reason, the system e-mails get caught in a SPAM filter for one e-mail address, you should receive the message at a secondary e-mail address from a different service provider (e.g. Yahoo, AOL, etc.).

When you click the 'Read more' link, this warning will be displayed:

Logging In

Once you have received a notification e-mail from EM containing your username and password, you can start to use the system.

Go to the journal's EM website. From the main navigation menu at the top of the screen you will see a set of menu options. Click on '**LOGIN**' as shown below:

The Editorial Manager Login screen (see below) will be displayed. Enter your username and password in the appropriate fields. If you have been asked to review a paper, you should click on the tab labeled '**Reviewer Login**'. This will display the 'Reviewer Main Menu', which will contain a list of functions that you have been given permission to perform on the system.

Within EM there are 'ROLE' families to which users belong. Each role is given a set of permissions and a user can have multiple roles on the Journal. When a user is first registered they will, by default, belong to the 'AUTHOR' family. If you have been asked to review a paper, then click on the button labeled '**Reviewer Login**'. However, if at any time in the future you want to submit a paper to the Journal, you would need to click on the button labeled '**Author Login**'.

If the Journal has not allocated the REVIEWER role to your username, the following warning will appear:

You will need to contact the Journal Office and request that they allocate this role to you.

Once you have successfully logged in, the Reviewer Main Menu will display any New Reviewer Invitations, Pending or Completed assignments that you may have – these links are also referred to as 'Folders'. The number of assignments you have within each folder will be displayed by the side of the entry.

Changing your password

You may at any time change your password but you must first be logged in to the system. From the main navigation menu at the top of the screen (see below) click '**UPDATE MY INFORMATION**':

The 'Update My Information' page dialog boxes will be displayed (see below):

You will then be redirected to the Reviewer Registration screens where you may look at all of the information currently available about you to the Journal and update where applicable.

Once you have made your changes, click on the button labeled '**Submit**'. EM will check to see if you have filled in all of the required fields – if you have not, the following warning will be displayed:

You have an option to return to your information pages (click on the '**<< Previous Page**' button), or you can just click on the button labeled '**Continue >>**'.

New Reviewer Invitations

If you are chosen as a Reviewer for a manuscript, you will need to indicate whether you choose to accept or decline your assignment. From the Reviewer Main Menu, click '**New Reviewer Invitations**' to go to a list of your review invitations that you have yet to agree or decline:

You may receive the text of the abstract in your initial e-mail inviting you to review. Depending upon how the Journal Office has configured their invitation process, you may also have access to download the manuscript before you agree to review.

By clicking '**Agree to Review**', the submission will move from your 'New Reviewer Invitations' folder and to your 'Pending Assignments' folder, where you can begin the review process. You will also be given confirmation that you have agreed to review as follows:

Clicking '**Decline to Review**' will alert the Journal Office that you will not be reviewing the paper. The system will ask you to give the reason why you are unable to review and will also ask you to suggest other potential Reviewers.

You will also be given confirmation that you have declined to review.

DECLINE REVIEW CONFIRMATION

Thank you for considering the invitation to review Manuscript Number JOWM-2005-15.
Your decision to decline has been forwarded to the journal.

Return to Main Menu

Deep Links

Deep Links are hyperlinks that the Journal Office may include in any e-mail notification that they send or that are sent as part of the automated invitation element of EM. E-mail deep links are available for the following Reviewer actions:

- **Accept a review invitation** - The Reviewer will be able to click on the link to trigger the 'Agree to Review' function. If you 'Agree' to do the review assignment in this manner, you will be fully logged in and will be able to access the submission from the Main Menu.

- **Decline a review invitation** - The Reviewer will be able to click on the link to trigger the 'Decline to Review' function. If you 'Decline' the review assignment in this manner, you will still be delivered to the 'Decline to Review' page, where you will be asked to state a reason for declining the assignment and suggest other qualified Reviewers.

- **View Reviewer version of the PDF** – This link is available if the Journal Office configures their invitation e-mail to include it in the notification to you. The Reviewer will be able to click on the hyperlink to download the Reviewer version of the PDF.

- **Update Unavailable Dates** - This link is available if the Journal Office includes in their e-mail correspondence to you. Clicking the link automatically logs you into the system and brings you directly to the 'Edit Unavailable Dates' page.

Note: *In order for the links in the e-mail to work, you must NOT be logged into EM. Clicking on the link will open your default browser and will take you to the appropriate screen in EM.*

Submitting your review

Once you have agreed to your review assignment, you can access the manuscript by clicking on '**Pending Assignments**' on the Reviewer Main Menu as shown below.

There are several actions you can perform from this menu:

You may download the PDF of the manuscript to your desktop by clicking '**View Submission**'. To print out a copy of the manuscript from the PDF file, select the '**File**' menu in the upper left corner of the Acrobat window and select '**Print**'.

You may search the MEDLINE database to view articles that may be similar to a particular manuscript by using Similar Articles in MEDLINE. Clicking this link displays a new browser window featuring the *Knowledge Finder*® MEDLINE search engine.

When you are ready to submit your recommendation, click '**Submit Recommendation**'. This will bring you to the 'Reviewer Recommendation and Comments' screen.

You can choose your recommendation term (Accept, Reject, Revise. etc.) via the pull-down form for 'Recommendation'.

When you navigate to the 'Submit Reviewer Recommendation and Comments' page, the Reviewer Instructions and Review Form text will be displayed in the comments box.

Reviewer forms are configured by the Journal Office, but you will typically be asked to answer Manuscript Rating Questions on the Submit Reviewer Recommendation and Comments page as shown below. These questions may appear at the beginning or end of the screen:

The journal can choose which questions to apply to each Article Type/Reviewer Role combination, and indicate whether each question is mandatory or optional. If the manuscript you are reviewing is a new, rather than revised submission, the Journal may also request that you assign an overall rating to the manuscript (1–100).

Each journal provides specific instructions for review of a submission – you can access these instructions by clicking the button labeled 'Reviewer Instructions' at the top of the review fields.

Enter your review comments to the Author and Editor in the fields provided. For your convenience you may use your regular word processing program (*e.g.,* Microsoft Word, WordPerfect) when typing your review. You should then 'copy' and 'paste' your comments into the boxes provided. Click the '**Save & Submit Later**' button to save your comments and continue working. Clicking the '**Open in New Window**' button at the top right of the data entry fields will open the field in a new browser window. This provides you with a larger view of the review field, which may make things simpler for you.

Clicking '**Proof & Print**' will open a window containing all of the review information you have provided as a way for you to make a printout of your review for your records.

Click '**Submit Now**' to proceed. This will bring up a screen that allows you to proofread before sending it to the Journal Office. If you need to make further edits, click '**Edit Review**'. If you are satisfied with your review, click '**Submit Review to Journal Office**'.

Reviewer Attachments

If the Journal Office has enabled this permission, then Reviewers may download source files, annotate them as needed, and upload them back into the system. As part of the 'Submit Recommendation' process, Reviewers may want to upload annotated files, non-manuscript files such as images or related materials.

Uploading Files as Part of a Review (Reviewer Attachments)

A Reviewer may upload any files that they deem appropriate to the review. They can download or remove their own attachments prior to submitting their review. A Reviewer uploads files by clicking the button labeled '**Upload Reviewer Attachments**'.

The Reviewer is given the option to provide a description before attaching any files and can attach single or multiple files to their review. Each file is listed separately, and the ability to Download and Remove is available for each uploaded file.

Please take note of the following:

- Care should be taken as some attachments *may* contain information revealing the originator's identity, including information that appears in a file's '**Properties'** (on Windows) and **'Get Info'** (on Macintosh).

- Authors and Reviewers are not sent these attachments via e-mail. The attachments made via the Reviewers recommendation process can only be accessed via the EM site.

- Reviewer attachments, including edited versions of the attachment, can only be accessed by the Reviewer who attached the file. This means that Reviewers cannot access other Reviewer's attachments.

- This function does not affect the PDF, nor does it add or edit files of the actual submission.

When you have finished attaching your review files, click on the button labeled '**Proceed with Recommendation**'. If you need to change anything, click on the button labeled '**Back**'. If you have not attached any files, then the following warning will be displayed:

Click '**Ok**' to proceed without adding a file or press '**Cancel**' to go back and attach one.
Either way you will be returned to the main 'Submit Recommendation' screen. If you have filled in all required information, press the button labeled '**Proceed**'.

A summary screen will be displayed. This information should be checked for accuracy and edited if necessary. If all of the information is correct, click on the button labeled '**Submit Review to Journal Office**'.

You are given a final opportunity to check your recommendation – click on OK to proceed or Cancel to make further changes.

Once you have successfully submitted your review, you will receive a screen thanking you for your review with a button to take you back to your main menu.
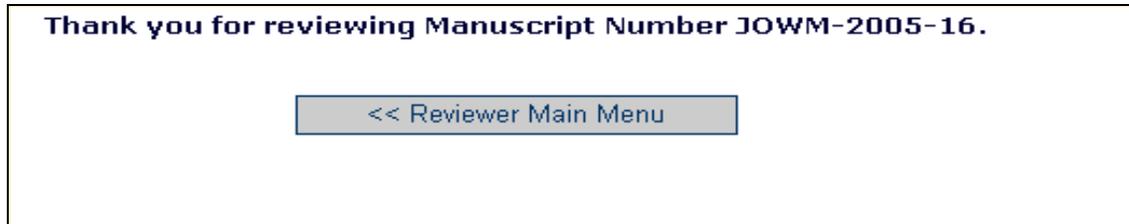
Authors Respond to Reviewers

If the journal has made this a required or optional step of the process for a submission of a revision, then you will see the following link when you login to begin your review of the revised submission:

Click on '**View Reviewer Comments**'. A pop-up box will appear with a link to the '**Author's Response to the Reviewers**' comments:

View Reviewer Comments for Manuscript
TARATEST50-D-06-00010R1
"A Brand New Article for a Brand New Upgrade"

Click the Reviewer recommendation term to view the Reviewer comments.

	Original Submission
(Reviewer 1)	Major Revision
Ethel Merman (Reviewer 2)	Minor Revision
Author Decision Letter	Revise
Author	Response to Reviewers

Click on this link, and the Author's response to all of the reviewer comments will be listed:

Author's Response To Reviewer Comments

Close

Reviewer #1: This paper makes some great points, but the following things should be addressed in the revision.

Your usage of Schrödinger's Cat needs more bibliographic support. Are there other Physicists who are working with this theory? If so, please refer to their publications.
--I have made the necessary changes

Please also work on grammar and language, specifically on page 42 where you seem to lapse into Gaellic.
--I have made the necessary changes

The statistical analysis on page 5 should be re-worked to include kittens.
--I have made these changes

Reviewer #2: Statistical Analysis needs to be redone
--I have reworked the statistical analysis at your request.

Also, please make sure that you address the recent publications with this journal.
--The revision now contains this information

Close