



Tutorial for Reviewers

Version 7.2 – 11/2009

Copyright © 2009, Aries Systems Corporation

This document is the confidential and proprietary information of Aries Systems Corporation, and may not be disseminated or copied without the express written permission of Aries Systems Corporation. The information contained in this document is tentative, and is provided solely for planning purposes of the recipient. The features described for this software release are likely to change before the release design and content are finalized. Aries Systems Corporation assumes no liability or responsibility for decisions made by third parties based upon the contents of this document, and shall in no way be bound to performance therefore. Editorial Manager is a registered trademark and the property of Aries Systems Corporation.

Reviewer Tutorial

Reviewer Software Requirements

Reviewer Login Overview

Registering with EM

 Duplicate Registration check

 Possible Outcome of Duplicate User Test

 Registration Process

 Custom Registration Questions

 Multiple E-mail Address Request

Logging In

Changing a password

Entering Unavailable Dates

New Reviewer Invitations

 Accepting / Declining a Review Invitation

 Deep Links

Submitting a review

Reviewer Attachments

 Uploading Files as Part of a Review (Reviewer Attachments)

Authors Respond to Reviewers

Reviewer Tutorial

Reviewer Software Requirements

Reviewers using Editorial Manager must have Adobe Acrobat Reader (a PDF reader) installed on their systems. If needed, Acrobat Reader can be downloaded at the following address:

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

Difficulties with installing or using this Acrobat Reader should be reported to the publication's IT department for assistance. Adobe also offers a help database for the 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 a user accesses the system with an unsupported browser.

Reviewer Login Overview

When an Editor invites a Reviewer to review a submission, and the Reviewer is not already registered in the Publication's EM site, the Editor is given the option to 'Proxy Register' the new user.. The Editor must supply the minimum information of 'First Name', 'Last Name', 'E-mail Address' and 'Country.' If a user has been proxy registered, he or she may receive an e-mail detailing this username and password. Users may also receive an e-mail invitation to review a paper. The e-mail will usually contain links that point to the Publication's site and to the paper that the Reviewer has been invited to review. Reviewers may choose to 'Accept' or 'Decline' the invitation.

If the Publication Office has registered for a Reviewer, the first time the user logs in to the system, he or she will be prompted to enter more information.

Registering with EM

The 'Register' option is found in the main toolbar for a Publication's EM site. New users simply click on 'REGISTER'.



The following screen will be displayed:

Pre-registration Page

To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Please Enter The Following [Insert Special Character](#)

First Name*

Last Name*

E-mail Address*

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Password?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

A new user must fill in the Required Pre-Registration information and click ‘**Continue >>**’ when finished. There will then be a ‘Duplicate Registration Check’.

Duplicate Registration check

EM will check whether the new user has already registered on the site once **First Name, Last Name and E-mail Address have been entered**. The user clicks on the button labeled ‘**Continue**’. This will execute a search of the database for a duplicate record.

Note: *It is important that a new user enters his or her name exactly as he or she is known. It is not unusual for variations of spelling to cause duplicate entries into the database.*

Possible Outcome of Duplicate User Test

If a match is found (i.e., the presence of duplicates), the user cannot proceed with the Registration process 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.

Pre-registration Page

Duplicate Registration

The data you entered indicates that you have already registered for Editorial Manager. Would you like us to send an e-mail to sally@ariestrash.com with the Username and Password?

If a user may already be registered, he or she should click on ‘**Yes.**’ If he or she is certain that he/she is not already registered, then he/she should click on ‘**No**’. The system will now present the user with the registration page, where the **First Name, Last Name, or E-mail address** may be changed.

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

Registration Process

The following screens will be displayed:

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

Registration Page[Insert Special Character](#)

Personal Information[Insert Special Character](#)

Title

First Name *

Middle Name

Last Name *

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 *

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)
Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read more.](#)

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 *

Address is for * Work Home Other

Areas of Interest or Expertise[Insert Special Character](#)

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own keywords individually using the "New Keyword" field and associated "Add" button.

Personal Classifications (None Selected)

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.

Some Publications may elect to have a Reviewer Role automatically assigned when new users register for EM. If this feature is enabled, all new user registrants will automatically be assigned to the Reviewer Role designated by the Publication.

If the Publication does not use this feature, and a new user would like the Editorial Office to know that he or she is available as a Reviewer, he or she can set the Option "Available as a Reviewer?" to 'Yes'. This means that when an Editor is searching for Reviewers, this user's name will appear in a list of possible Reviewers. However, a new registrant simply stating that he or she is available to review does not assign a 'Reviewer' role. The Editorial Office must then designate the user as a Reviewer in the EM System.

If the Publication is using classifications, the Reviewer may also select personal classifications from the predefined list. This will give the Editorial Office the ability to match personal areas of expertise to manuscripts with the same classifications.

Areas of Interest or Expertise

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own keywords individually using the "New Keyword" field and associated "Add" button.

Personal Classifications (None Selected)

Select Personal Classifications

The user clicks on 'Select Personal Classifications' to access the screen to enter areas of expertise.

Select Personal Classifications

Please identify your areas of interest and specialization by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

Search: Search Clear

[Matching terms display in red text]

Expand All Collapse All

- 10: **Oncology**
 - .20000: **Prevention**
 - .40000: **Genetics**
 - .60000: **Treatment**
- 20: **Urology**
 - .40000: **Fertility**
 - .50000: **Sexuality**
 - .80000: **Research**
- 30: **Cardiology**
 - .10000: **Pediatric**
 - .20000: **Adult**
 - .30000: **Treatment**
- 40: **Physical Science**
 - .10000: **statistical modeling**
 - .20000: **Astronomy**
- 90: **Spanish Terms**
 - .10000: **Arritmias**
 - .20000: **Cl nica**
 - .30000: **Ecocardiografia**
 - .40000: **Insuficiencia card aca**

Select-> <-Remove

Selected Classifications:

- 10.20000: **Prevention**
- 20.40000: **Fertility**
- 30.10000: **Pediatric**

Expand All Collapse All

Cancel Submit

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

The predefined list can be expanded or collapsed by clicking the [+] or [-] checkboxes. To select, check the appropriate classification, and click on the 'Select' button. The number of Personal Classifications allowed is determined by the Publication. When the appropriate areas of expertise have been selected, click on the 'Submit' button on the bottom of the page.

If the Publication is using Personal Keywords, users may enter free-form Keywords that identify areas of expertise not included in the predefined Personal Classifications list.

Note: If the Editorial Office has set up Personal Keywords as a requirement, users must enter the minimum number of Keywords indicated.

Edit Personal Keywords

Current Keywords

Limit Keywords

Cardiology [Remove](#) [Edit](#)

New Keyword:

Click on 'Edit Personal Keywords' to enter free-form areas of expertise. To add a new Keyword, simply type the Keyword(s) into the 'New Keyword' field and click on 'Add'. Click on 'Close' when all Personal Keywords have been entered.

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.

A preferred username must be entered at the bottom of the form. Failure to enter a username or any other required information for registration will result in the display of 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: *Users must remember this username in order to access the Publication's EM System*

When all information has been provided, click the 'Continue >>' button at the bottom to proceed.

A 'Registration Confirmation' page will appear, allowing users to ensure that the correct information has been entered.

Confirm Registration

Please confirm the following very important information:

First Name:	Christie
Last Name:	Smith
Username:	Christie
Email Address:	christie@ariestrash.com
Country:	UNITED STATES

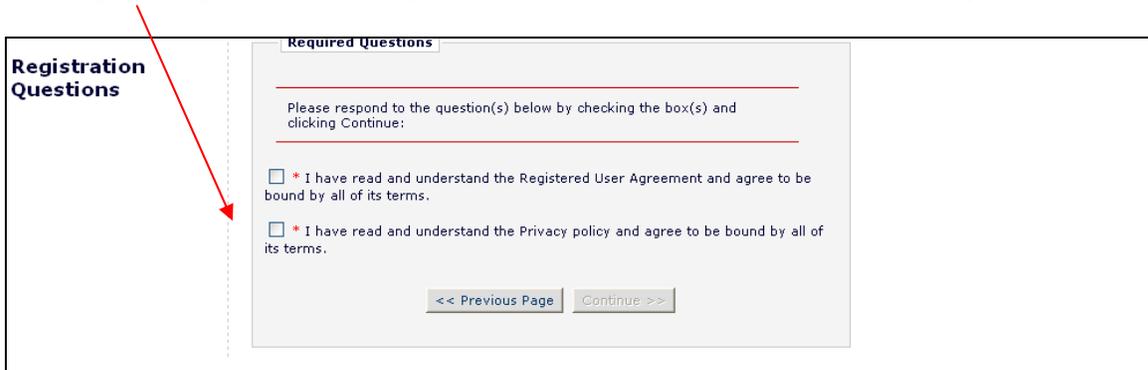
If the information is correct and you wish to complete your registration, click the 'Continue' button below.

<< Previous Page Continue >>

If all fields are correct, click on 'Continue >>'. The registration process is now complete, and the user may close the browser to check e-mail for the password that has been sent by the system.

Custom Registration Questions

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



Registration Questions

Required Questions

Please respond to the question(s) below by checking the box(s) and clicking Continue:

* I have read and understand the Registered User Agreement and agree to be bound by all of its terms.

* I have read and understand the Privacy policy and agree to be bound by all of its terms.

<< Previous Page Continue >>

The questions are completely configurable by the Editorial Office. Once the necessary information has been provided, click on the Continue button to proceed.

Multiple E-mail Address Request

Users are strongly urged 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, users will receive the message at a secondary e-mail address from a different service provider (e.g. Yahoo, AOL, etc.).



E-mail Address * jsmith@edmgr.com

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)
Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read more.](#)

The '[Read more](#)' link displays this warning:



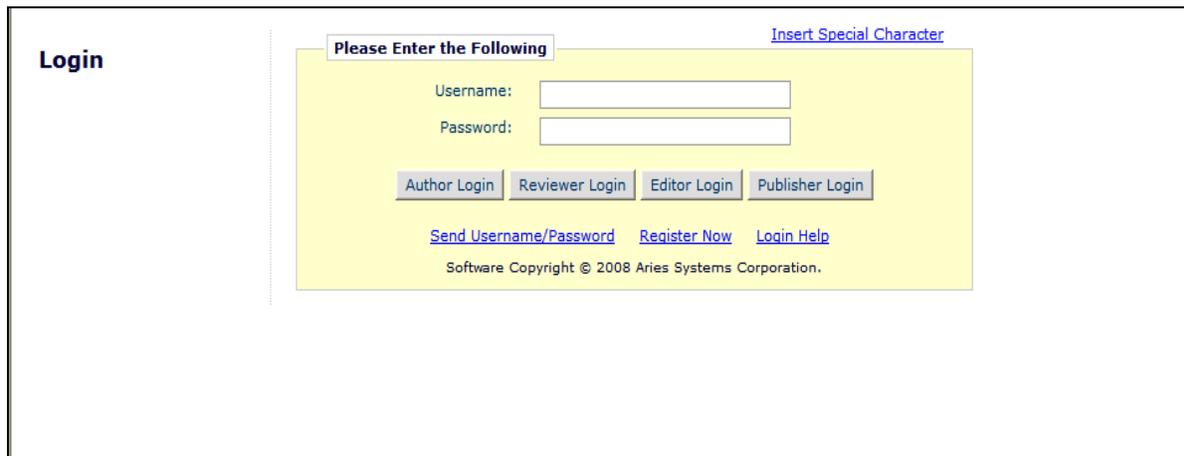
Logging In

Once a user has received a notification e-mail from EM containing the username and password, he or she can login and begin to use the system.

Go to the Publication's EM website. A set of menu options are available from the main navigation menu at the top of the screen. Click on '**LOGIN**' as shown below:



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

The image shows the login screen. On the left is a 'Login' sidebar. The main content area has a yellow background with the heading 'Please Enter the Following'. There are two input fields for 'Username:' and 'Password:'. A link 'Insert Special Character' is to the right. Below the fields are four buttons: 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'. At the bottom are links for 'Send Username/Password', 'Register Now', and 'Login Help'. A copyright notice 'Software Copyright © 2008 Aries Systems Corporation.' is at the very bottom.

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 Publication. When a user is first registered they will, by default, belong to the 'AUTHOR' family. If asked to review a paper, the Reviewer then clicks on the button labeled '**Reviewer Login**'. However, if at any time in the future, a Reviewer would like to submit a paper to the Publication, he or she would need to click on the button labeled '**Author Login**'.

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

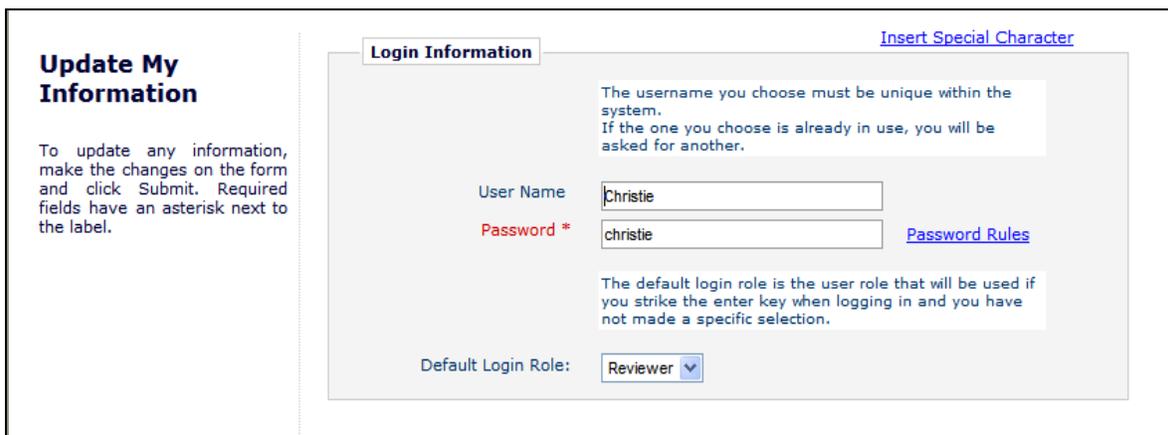
The image shows the 'REVIEWER MAIN MENU'. On the left is a sidebar with the heading 'REVIEWER MAIN MENU'. The main content area has a tab labeled 'Review Assignments'. Below the tab are three entries: 'New Reviewer Invitations (2)', 'Pending Assignments (1)', and 'Completed Assignments (1)'. Each entry is a blue link.

Changing a password

Passwords may be changed at any time, but the user must first be logged in to the system. From the main navigation menu at the top of the screen (see below) the user will click 'UPDATE MY INFORMATION':



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

The image shows the 'Update My Information' page. On the left is a sidebar with the title 'Update My Information' and instructions: 'To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.' The main content area is titled 'Login Information' and contains several fields and instructions. There is a text box for 'User Name' containing 'Christie', a text box for 'Password *' containing 'christie', and a dropdown menu for 'Default Login Role' set to 'Reviewer'. There are also links for 'Insert Special Character' and 'Password Rules'. A warning box states: '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.' Another warning box states: 'The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.'

The user will then be redirected to the Reviewer Registration screens where he or she may look at all of the information currently available to the Publication, and may update fields as appropriate.

Once changes have been made, the user clicks on the button labeled 'Submit'. EM will check to see if all of the required fields have been completed – if not, the following warning will be displayed:

The image shows a 'Required Field Warning' dialog box. It contains the text: 'One or more required fields are not filled in. If you wish to enter the missing information, click 'Previous Page' to go to the previous page or you may click 'Continue' to submit the changes you did make and proceed.' Below the text are two buttons: '<< Previous Page' and 'Continue'.

The user may return to the information pages (click on the '<< Previous Page' button), or can simply click on the button labeled 'Continue >>'.

Entering Unavailable Dates

EM allows users to enter "Unavailable Dates" from the Additional Information section of the Update My Information page. These unavailable dates can then be taken into account when Editors invite Authors to submit manuscripts.

Additional Information

←

Reviewers enter dates for which they are not available, and provide a short reason for their unavailability. Reviewers can also enter up to three potential substitutes.

Add Unavailable Date

Please enter the dates that you are unavailable. This information will be taken into consideration when your assistance is desired. You may also enter details of up to three people who the publication may contact in your absence.

Please Enter the Following

Start Date: (mm/dd/yyyy) [Insert Special Character](#)

End Date: (mm/dd/yyyy)

Reason:

Substitute Information

First Substitute Name: ←

First Substitute E-mail:

Second Substitute Name:

Second Substitute E-mail:

Third Substitute Name:

Third Substitute E-mail:

New Reviewer Invitations

When invited to review a manuscript, the Reviewer will need to indicate whether the invitation will be accepted or declined. From the Reviewer Main Menu, click **'New Reviewer Invitations'** to go to a list of reviewer invitations that have yet to be accepted or declined:

REVIEWER MAIN MENU

Review Assignments

[New Reviewer Invitations](#) (2)

[Pending Assignments](#) (1)

[Completed Assignments](#) (2)

Users may receive the text of the abstract in an initial e-mail invitation to review. Depending upon how the Editorial Office has configured the invitation process, he or she may also have access to download the manuscript before agreeing to review.

New Reviewer Invitations for Joe Bloggs

You have been invited to review the following manuscripts. Please Agree to review or Decline to review the manuscript.

Page: 1 of 1 (2 total submissions) Display 10 results per page.

Action	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Days Invitation Outstanding	Editor's Name	Keywords	Classifications
View Submission View Abstract Agree to Review Decline to Review Similar Articles in MEDLINE	JOWM-2005-13	Test Article	Test Manuscript - for classification error	05-09-2005	Under Review	05-09-2005	115	Harry H Editeur		10 Heart Failures 10.1 Blocked Arteries 10.2 Heart Valve defects 10.3 Heart failure due to disease 10.4 Another Minor Term under First 20 Gynaecology 20.1 Ovarian Cancer 20.3 Endometriosis 20.5 IUF 30 Endocrinology 30.2 Diabetes
View Submission View Abstract Agree to Review Decline to Review Similar Articles in MEDLINE	JOWM-2005-15	Manuscript	This is a test manuscript	02-12-2005	Under Review	02-12-2005	27	John Editor	jtuidhurit;	10 Heart Failures 10.2 Heart Valve defects 20.1 Ovarian Cancer

Accepting / Declining a Review Invitation

By clicking **'Agree to Review'**, the submission will move from the 'New Reviewer Invitations' folder and to the 'Pending Assignments' folder, where the Reviewer can begin the review process. Reviewers will also be given confirmation that an invitation has been accepted, as follows:

AGREE TO REVIEW CONFIRMATION

Thank you for agreeing to review Manuscript Number JOWM-2005-13.

To view the manuscript, please click the 'Pending Assignments' link below.

[Pending Assignments](#)

[Main Menu](#)

Clicking **'Decline to Review'** will alert the Editorial Office that the Reviewer will not be reviewing the paper. The system will ask for the reason why he or she is unable to review and will also ask the Reviewer to suggest other potential Reviewers.

DECLINE REVIEW

Please state a reason for declining to review Manuscript Number JOWM-2005-15. Please suggest a colleague(s) qualified to review this paper. Provide some information that will help us contact this person(s).

The Reviewer will also be given confirmation that the invitation has been declined.

<p>DECLINE REVIEW CONFIRMATION</p>	<p>Thank you for considering the invitation to review Manuscript Number JOWM-2005-15. Your decision to decline has been forwarded to the journal.</p> <p>Return to Main Menu</p>
---	---

Deep Links

Deep Links are hyperlinks that the Editorial 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 a Reviewer ‘Agrees’ to do the review assignment in this manner, he or she 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 a Reviewer ‘Declines’ the review assignment in this manner, he or she will still be delivered to the ‘Decline to Review’ page, where he/she 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 Editorial Office configures the invitation e-mail to include it in the notification to the invited Reviewer. 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 Editorial Office includes in the e-mail correspondence to Reviewers. Clicking the link automatically logs the Reviewer into the system and brings him or her directly to the ‘Edit Unavailable Dates’ page.

Note: In order for the links in the e-mail to work, a user must NOT be logged into EM. Clicking on the link will open the user’s default browser and will take him or her to the appropriate screen in EM.

Submitting a review

Once a Reviewer has agreed to a review assignment, he or she can access the manuscript by clicking on ‘**Pending Assignments**’ on the Reviewer Main Menu as shown below.

There are several actions that can be performed from this menu:

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

Reviewers may search online databases, such as MEDLINE, 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. Other bibliographic search engines work in a similar fashion.

Knowledge Finder Your UltraMed Query: "Sample Manuscript"

CONCEPTMANUSCRIPTS [MANUSCRIPT] (MeSH® Explosion)
MAPPINGS:
RESULT SET:200 documents displayed out of 151626 documents found

Page: 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - Next 20

#	Relevance	Abstract included	Select all		View-Export-Email selected
1	95%	No	<input type="checkbox"/>	View Erk N Studies on veterinary manuscripts in Turkey and three samples from the 9th, 12th and 14th centuries. Hist Med Vet (Denmark), 2002, 27(1-4) p159-75	Find authors Related titles
2	91%	No	<input type="checkbox"/>	View Goldstein I Premature to early ejaculation: a sampling of manuscripts regarding the most common male sexual dysfunction published in the IJIR: The Journal of Sexual Medicine [In Process Citation] Int J Impot Res (England), Oct 2003, 15(5) p307-8	Find authors Related titles

When ready to submit a review, the Reviewer clicks **'Submit Recommendation'**. This will bring him or her to the 'Reviewer Recommendation and Comments' screen.

Reviewer Recommendation and Comments for Manuscript Number J0WN-2005-16

How to submit a paper to the Journal of ABC

Original Submission
 Reggie Clements (Reviewer 1)

Recommendation: No Recommendation

Buttons: Cancel, Save & Submit Later, Upload Reviewer Attachments, Proof & Print, Proceed

Reviewer Blind Comments to Author

Reviewers can choose a recommendation term (Accept, Reject, Revise etc.) via the pull-down menu for 'Recommendation'.

Recommendation: No Recommendation

- No Recommendation
- Accept
- Minor Revision
- Major Revision
- Reject

On 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 Editorial Office, but Reviewers 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 screenshot shows a web form titled "Recommendation" with a dropdown menu set to "No Recommendation". At the top, there are buttons for "Cancel", "Save & Submit Later", "Upload Reviewer Attachments", "Proof & Print", and "Proceed". Below these is a paragraph of instructions: "For your convenience, and to take advantage of word processing features (e.g., spell-check, bullets, numbering), we suggest you 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." A "Reviewer Instructions" button is centered below this text. The main section is titled "Please rate the submission according to the following criteria (1=Poor, 5=Excellent)". It contains three rating questions, each with radio buttons for "N/A", "1", "2", "3", "4", and "5":

- "The subject addressed in this article is worthy of investigation (1 is low, 5 is high)"
- "Was the inclusion of illustrations useful or of no real value (1 is low, 5 is high)"
- "The information presented was new and novel (1 is low, 3 is high)"

 At the bottom, there is a checkbox labeled "Reviewer Blind Comments to Author".

The Publication can choose which questions to apply to each Article Type/Reviewer Role combination, and indicate whether each question is required or optional. If the submission being reviewed is a new, rather than revised submission, the Publication may also request that an overall rating to the manuscript (1–100) be assigned.

This screenshot shows a similar reviewer form but with an "Overall Manuscript Rating (1 - 100)" input field next to the "Recommendation" dropdown. The "Original Submission" is identified as "Oliver Author2, Jr (Reviewer 3)". A black arrow points from the "Reviewer Instructions" button to the text in the paragraph below.

Each Publication provides specific instructions for review of a submission – users can access these instructions by clicking the button labeled ‘Reviewer Instructions’ at the top of the review fields.

Reviewers may enter comments to the Author and Editor in the fields provided. For convenience, Reviewers may use a regular word processing program (e.g., Microsoft Word, WordPerfect) when typing a review. Reviewers should then ‘copy’ and ‘paste’ the comments into the boxes provided. Click the ‘**Save & Submit Later**’ button to save 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, providing the user with a larger view of the review field.

Clicking ‘**Proof & Print**’ will open a window containing all of the review information, as a way to make a printout of the review.

The Reviewer must click ‘**Submit Now**’ to proceed. This will bring up a screen that allows the Reviewer to proofread before sending it to the Publication Office. If further edits are needed, click ‘**Edit Review**’. If satisfied with the review, click ‘**Submit Review to Journal Office**’.

Reviewer Attachments

If the Editorial Office has enabled this feature, Reviewers may upload files into the system as part of the ‘Submit Recommendation’ process. Reviewers may want to upload annotated manuscripts, non-manuscript files such as images or related materials.

Uploading Files as Part of a Review (Reviewer Attachments)

Reviewers may upload any files that are appropriate to the review. Reviewers can download or remove attachments prior to submitting a review. Files are uploaded by clicking the button labeled 'Upload Reviewer Attachments'.

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

Upload Reviewer Attachments for Manuscript Number JOWM-2005-16
"How to submit a paper to the Journal of ABC"

Enter a Description, Browse and Attach to select any additional material or annotated information you wish to include in your review.

Description: [Insert Special Character](#)

File Name:

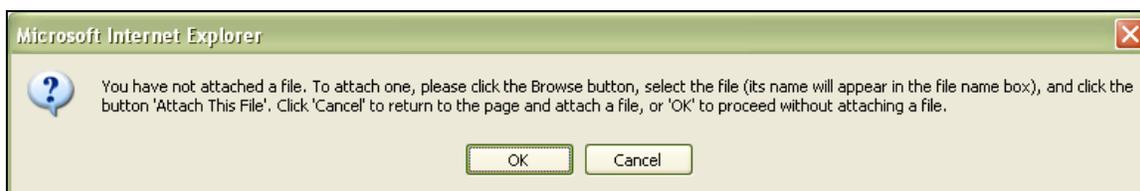
Reviewer Attachment(s):

Action	Description	File Name	Size	Last Modified
Download Remove	This file contains information about areas that need revising	DEMO Checklist.doc	19.0 KB	10-01-2006
Download Remove	Figure to support requested changes	figure.eps	392 KB	10-01-2006

Please take note of the following:

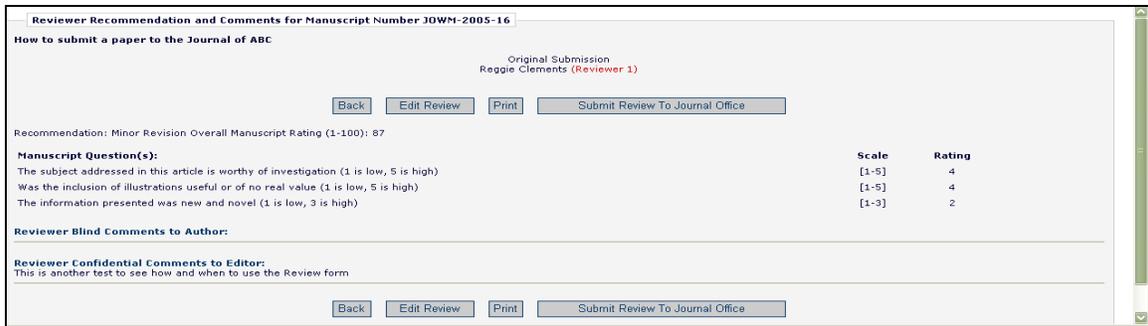
- Care should be taken as some attachments *may* contain information revealing the originator's identity, including information that appears in a file's 'Properties' (on Windows) and 'Get Info' (on Macintosh).
- Authors and Reviewers are not sent these attachments via e-mail. The attachments made via 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 review files have been uploaded, the Reviewer must click on the button labeled 'Proceed with Recommendation'. If changes need to be made, click on the button labeled 'Back'. If no files have been attached, the following warning will be displayed:



Click 'Ok' to proceed without adding a file or press 'Cancel' to go back and attach one. The Reviewer will be returned to the main 'Submit Recommendation' screen. If all required information has been completed, press the button labeled 'Proceed'.

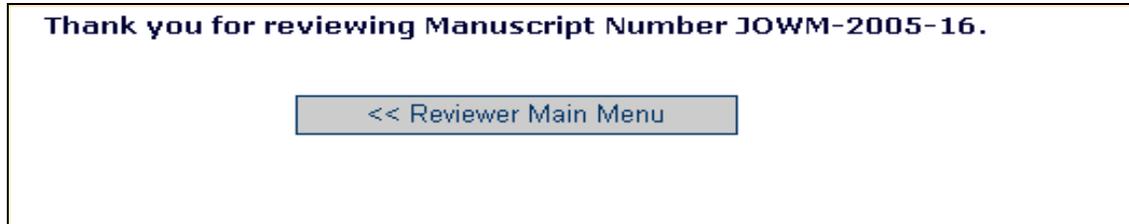
A summary screen will be displayed. This information should be checked for accuracy and edited if necessary. If all of the information is correct, click on the button labeled 'Submit Review to Journal Office'.



The Reviewer is given a final opportunity to check the recommendation – click on OK to proceed or Cancel to make further changes.



Once the review has been successfully submitted, the Reviewer will receive a screen thanking him or her for the review and will see a button to return to the main menu.



Authors Respond to Reviewers

If the Publication has made this a required or optional step of the process for Author's submitting Revisions, the Reviewer will see the following link when logging in to review the revised submission:



Click on the 'View Reviewer Comments' link. 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

When the Reviewer clicks on this link, the Author's response to all of the reviewer comments will be listed:

Author's Response To Reviewer Comments

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