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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:


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:
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.

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.
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](image)

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

**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.
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.

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:
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.

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.

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.).

The ‘Read more’ link displays this warning:

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**Microsoft Internet Explorer**

SPAM Information! Some e-mail systems have SPAM filters in place that may inadvertently trap e-mails sent to you from online systems. We strongly suggest that you enter a second e-mail address, if you have one, to ensure that you receive all e-mails sent from the system. The second e-mail address should be from a different e-mail provider, such as a personal e-mail address not associated with your university, institution or organization.

[OK]
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.

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.
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’:

![Editorial Manager Main Menu](image)

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

![Update My Information Page](image)

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:

![Required Field Warning](image)

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.
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.

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:
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.

**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:

**DECLINE REVIEW**

Please state a reason for declining to review Manuscript Number JOWN-2005-13. 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.

**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.

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

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

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:

![Reviewer Recommendation and Comments](image)

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.

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.

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.

Thank you for reviewing Manuscript Number JOWM-2005-16.

<< Reviewer 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:

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 these changes

Please also work on grammar and language, specifically on page 42 where you seem to lose into Gaelic.

--- I have made these 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 redone 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