



Tutorial for Reviewers

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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 your password

 - New Reviewer Invitations

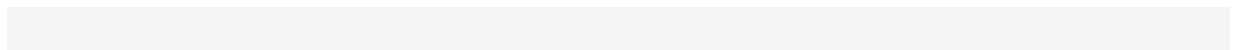
 - Deep Links

 - Submitting your review

 - Reviewer Attachments

 - Uploading Files as Part of a Review (Reviewer Attachments)

 - Authors Respond to Reviewers



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:

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.

[Insert Special Character](#)

Please Enter The Following

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.

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.

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 Wendy@emtesting.co.uk with the Username and Password?

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 Administrator (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.

[Insert Special Character](#)

Title	<input type="text"/>
First Name *	<input type="text" value="Darren"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Morrison"/>
Degree	<input type="text"/> (Ph.D., M.D., Jr., etc.)
Preferred Name	<input type="text"/> (nickname)
Primary Phone *	<input type="text"/> (including country code)
Secondary Phone	<input type="text"/> (including country code)
Secondary Phone is for	Mobile <input checked="" type="radio"/> Beeper <input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Admin. Asst. <input type="radio"/>
Fax Number	<input type="text"/> (including country code)
E-mail Address *	<input type="text" value="darren@emtesting.co.uk"/>
	<small>If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com)</small>
Preferred Contact Method *	E-mail <input checked="" type="radio"/> Fax <input type="radio"/> Postal Mail <input type="radio"/> Telephone <input type="radio"/>

[Insert Special Character](#)

Position	<input type="text"/>
Institution	<input type="text"/>
Department	<input type="text"/>
Street Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
State or Province	<input type="text"/>
Zip or Postal Code	<input type="text"/>
Country *	Please choose a country <input type="text"/>
Address is for *	Work <input checked="" type="radio"/> Home <input type="radio"/> Other <input type="radio"/>
Available as a Reviewer?	Yes <input type="radio"/> No <input checked="" type="radio"/>

Additional Information

[Insert Special Character](#)

Choose A User Name

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.

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	<p>Your preferred username was not entered. Your Personal Classifications were not entered.</p> <p>Please use the button below to go back to the Previous Page and enter the missing information.</p> <p style="text-align: center;"><input type="button" value=" << Previous Page"/></p>
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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	<p style="text-align: center;">Please confirm the following very important information:</p> <table><tr><td>First Name:</td><td>Darren</td></tr><tr><td>Last Name:</td><td>Morrison</td></tr><tr><td>Username:</td><td>Dazza</td></tr><tr><td>Email Address:</td><td>darren@emtesting.co.uk</td></tr><tr><td>Country:</td><td>BELGIUM</td></tr></table> <hr/> <p>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.</p> <p>If the information is correct and you wish to complete your registration, click the 'Continue' button below.</p> <hr/> <p style="text-align: center;"><input type="button" value=" << Previous Page"/> <input type="button" value=" Continue >>"/></p>	First Name:	Darren	Last Name:	Morrison	Username:	Dazza	Email Address:	darren@emtesting.co.uk	Country:	BELGIUM
First Name:	Darren										
Last Name:	Morrison										
Username:	Dazza										
Email Address:	darren@emtesting.co.uk										
Country:	BELGIUM										

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.

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 journal office. Once you have provided the journal with the necessary information, click on the Continue button to proceed.

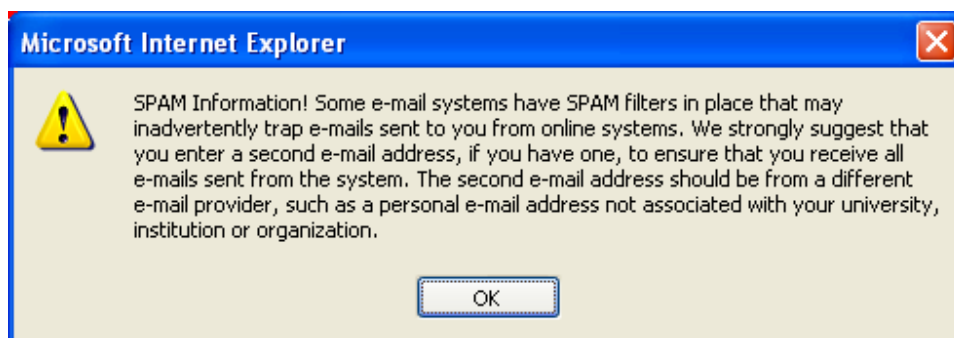
Multiple E-mail Address Request

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.).

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.](#)

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.

The screenshot shows the 'LOG-IN' page. On the left is the text 'LOG-IN'. The main area is a blue box with the heading 'Please Enter the Following' and a link 'Insert Special Character'. It contains two input fields: 'Username:' and 'Password:'. Below these are four buttons: 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'. At the bottom of the blue box are three links: 'Send Username/Password', 'Register Now', and 'Login Help'. Below the blue box is the text 'Software Copyright © 2005 Aries Systems Corporation.'

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:

The screenshot shows a 'LOG-IN ERROR' message. On the left is the text 'LOG-IN ERROR'. The main area is a blue box with the heading 'Please Enter the Following' and a link 'Insert Special Character'. It contains one input field: 'Password:'. Below this are four buttons: 'Cancel', 'Login as Author', 'Login as Editor', and 'Login as Publisher'. Above the blue box is a red warning message: 'You do not have Reviewer privileges on this journal.' Below the warning is the text 'Please re-enter your password and select one of the login options below.'

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.

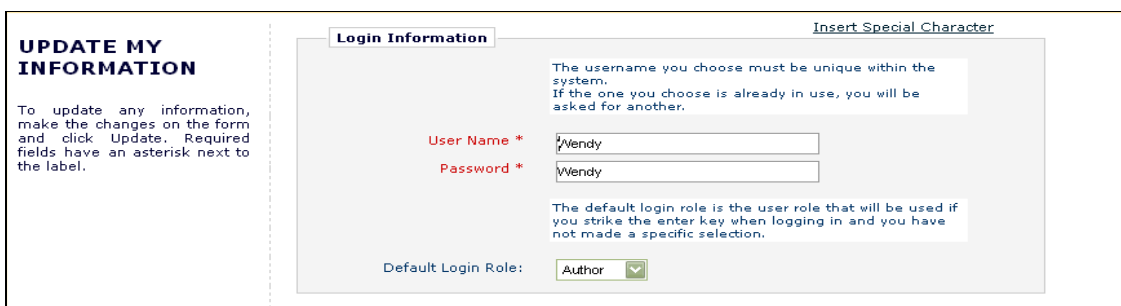
The screenshot shows the 'REVIEWER MAIN MENU'. On the left is the text 'REVIEWER MAIN MENU'. The main area is a light gray box with the heading 'Review Assignments'. It contains three links: 'New Reviewer Invitations (2)', 'Pending Assignments (1)', and 'Completed Assignments (1)'. The numbers in parentheses indicate the count of assignments for each category.

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'**:

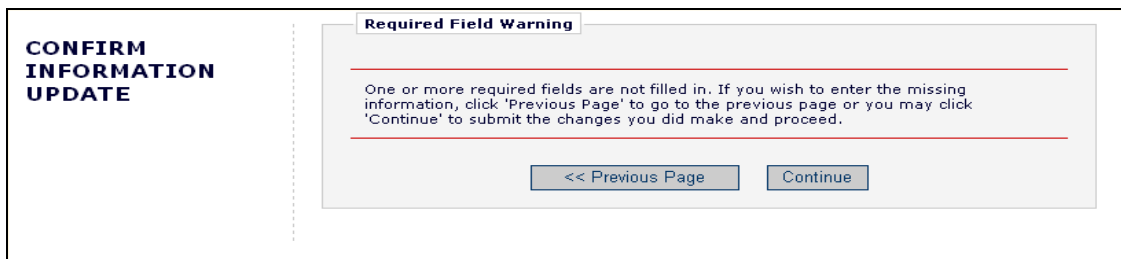


The 'Update My Information' page dialog boxes will be displayed (see below):

The image shows a dialog box titled 'UPDATE MY INFORMATION'. On the left, there is a sidebar with the title 'UPDATE MY INFORMATION' and a paragraph: 'To update any information, make the changes on the form and click Update. Required fields have an asterisk next to the label.' The main area of the dialog is titled 'Login Information' and contains the following elements: a warning box stating '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.'; two input fields labeled 'User Name *' and 'Password *', both containing the text 'Wendy'; a dropdown menu for 'Default Login Role:' with 'Author' selected; and a link 'Insert Special Character' in the top right corner.

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:

The image shows a dialog box titled 'Required Field Warning'. On the left, there is a sidebar with the title 'CONFIRM INFORMATION UPDATE'. The main area of the dialog contains a warning message: '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 message are two buttons: '<< Previous Page' and 'Continue'.

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:

REVIEWER MAIN MENU

Review Assignments

[New Reviewer Invitations](#) (2)
[Pending Assignments](#) (1)
[Completed Assignments](#) (2)

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.

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.

Display results per page.

Page: 1 of 1 (2 total submissions)

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 IVF 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

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:

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 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.

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).

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:

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Days Until Review Due	Editor's Name
View Submission Submit Recommendation	1	JOWM-2005-13	Test Article	Test Manuscript - for classification error	05-09-2005	Under Review	05-09-2005	29-12-2005	29-12-2005	0	Harry H Editeur

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

<< Reviewer Main Menu

You should use the free Adobe Acrobat Reader 6 or later for best PDF Viewing results.

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.

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

Reviewer Recommendation and Comments for Manuscript Number JQWM-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

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.

Reviewer Blind Comments to Author: [Text Area]

Reviewer Instructions: [Text Area]

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

Recommendation: No Recommendation

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

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 screenshot shows a web form for submitting a reviewer recommendation. At the top, there are buttons for 'Cancel', 'Save & Submit Later', 'Upload Reviewer Attachments', 'Proof & Print', and 'Proceed'. Below these is a dropdown menu for 'Recommendation' set to 'No Recommendation'. A text box for 'Overall Manuscript Rating (1 - 100)' is also present. A 'Reviewer Instructions' button is located above the rating questions. The questions are:

- 'The subject addressed in this article is worthy of investigation (1 is low, 5 is high)' with radio buttons for N/A, 1, 2, 3, 4, 5.
- 'Was the inclusion of illustrations useful or of no real value (1 is low, 5 is high)' with radio buttons for N/A, 1, 2, 3, 4, 5.
- 'The information presented was new and novel (1 is low, 3 is high)' with radio buttons for N/A, 1, 2, 3.

 At the bottom, there is a text area for 'Reviewer Blind Comments to Author'.

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).

This screenshot is similar to the one above but includes a title bar 'Reviewer Recommendation and Comments for Manuscript Number JOWM-2005-16' and a sub-header 'How to submit a paper to the Journal of ABC'. It also shows the reviewer's name 'Original Submission: Oliver Author2, Jr (Reviewer 3)'. An arrow points from the 'Reviewer Instructions' button to the text below.

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.

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:

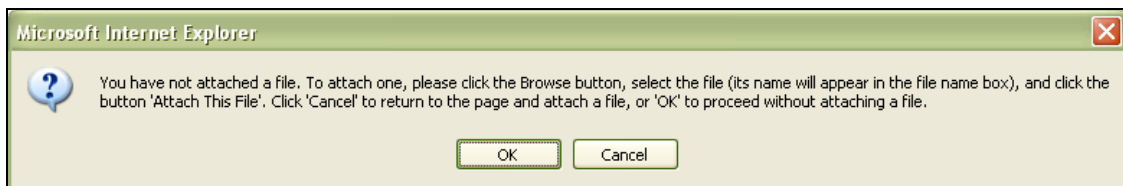
Reviewer Attachment(s):

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 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'.

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

How to submit a paper to the Journal of ABC

Original Submission
Reggie Clements (Reviewer 1)

Back Edit Review Print Submit Review To Journal Office

Recommendation: Minor Revision Overall Manuscript Rating (1-100): 87

Manuscript Question(s):	Scale	Rating
The subject addressed in this article is worthy of investigation (1 is low, 5 is high)	[1-5]	4
Was the inclusion of illustrations useful or of no real value (1 is low, 5 is high)	[1-5]	4
The information presented was new and novel (1 is low, 3 is high)	[1-3]	2

Reviewer Blind Comments to Author:

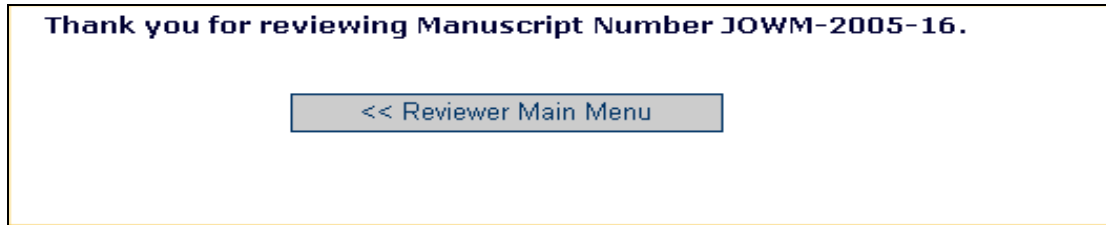
Reviewer Confidential Comments to Editor:
This is another test to see how and when to use the Review form

Back Edit Review Print 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:

Action	Manuscript Number	Article Title	Current Status	Date Reviewer Invited	Days Invitation Outstanding	Editor's Name	Corresponding Author	Other Authors
<ul style="list-style-type: none"> View Abstract Agree to Review Decline to Review View Reviewer Comments View Decision Letter Similar Articles in MEDLINE 		A Brand New Article for a Brand New Upgrade	Under Review	Aug 29, 2006	0	Tara Steketee	Ricky Williams	

Display 10 results per page.

<< Reviewer Main Menu

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