

*Electronic Manuscript
Submission System*

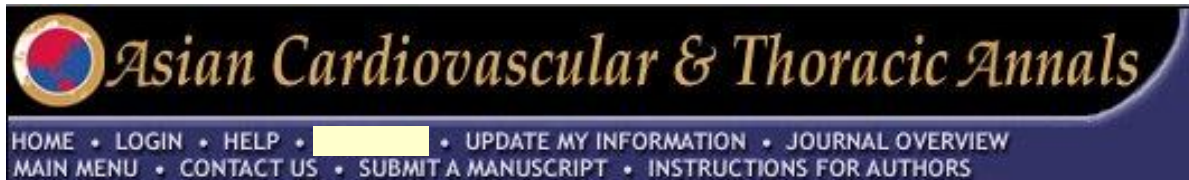
*Operating Manual
for Reviewers*

Table of Contents

<u>Registering</u>	<u>1</u>
<u>Logging In</u>	<u>3</u>
<u>Changing your password</u>	<u>4</u>
<u>Software requirements</u>	<u>5</u>
<u>New Reviewer Invitations</u>	<u>6</u>
<u>Submitting your review</u>	<u>7</u>

Registering

Unless you have been pre-registered with the Editorial Manager system, you will need to register before you can proceed. Select 'REGISTER' on the main navigation menu at the top of the screen (see below).



You will then be brought to the Registration Page (see page 4).

Enter your personal information to begin the process. Note that information fields marked with red asterisks (*) can not be left empty.

Next to the line that asks "Are you available as a Reviewer?:", click the 'Yes' button.

At the bottom of the form is a field where you must pick a preferred username. You must remember this username in order to access the Editorial Manager system.

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

Registration Page

To register to use the Editorial Manager system, please enter the requested information. Required fields have a * next to the label.

Upon successful registration, you will be sent an email with instructions to verify your registration.

[Insert Special Character](#)

Title (Mr., Mrs., Dr., etc.)

**First Name*

Middle Name

**Last Name*

Degree (PhD, MD, Jr., etc.)

Preferred Name (nickname)

**Telephone Number*

Fax Number

**e-mail Address:*

**Preferred Method of Contact:* e-mail Fax Postal Mail Telephone

Position:

Institution:

Department:

**Street Address:*

**City*

State or Province

**Zip or Postal Code*

**Country*

**Address is for:* Work Home Other

**Are you available as a Reviewer?:* Yes No

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 your preferred username:

Logging In

Upon registering with the Editorial Manager system, a notification will be sent to the e-mail address you specified in your registration information. It will contain your username and password. You will need these to log in.

To log in, click 'LOGIN' on the main navigation menu at the top of the screen (see below).



You will be brought to the Editorial Manager Log-In screen (see below). Enter your username and password in the appropriate fields. You should then select 'Reviewer Login'. This will bring you to the Reviewer Main Menu - a list of functions you have been enabled to perform in the system.

The image shows the 'Editorial Manager Log-In' screen. It has a title bar at the top that says 'Editorial Manager Log-In'. Below the title bar are two input fields: 'Username:' followed by a white text box with a blue border, and 'Password:' followed by a white text box with a blue border. At the bottom of the screen are four buttons: 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'. Each button has a black border and white text.

Changing your password

You may at any time change your password. To do so, log in to the system and select 'Update My Information' from the main navigation menu at the top of the screen (see below).



This will bring you to the Update My Information page (see below).

Update My Information

To update any information, make the changes on the form and click Update. Required fields have a * next to the label.

[Insert Special Character](#)

* Username:

* Password:

Simply select your old password, and retype the password you would prefer.

Click 'Update' to process your request. You will receive an e-mail confirming your new password shortly thereafter.

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://knowledge.adobe.com/kanisaesp.asp?AdobeProduct=acrobat_reader

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 assignments that you have yet to agree to or decline (see below).



Click 'View' to view a PDF version of the manuscript. By clicking 'Agree to Review', the manuscript will move out of your 'New Reviewer Invitations' folder and into your 'Pending Assignments', where you can begin the review process. Clicking 'Decline to Review' will alert the journal office that you will not be reviewing the paper.


Submitting your review

Once you've agreed to your review assignment from your New Reviewer Invitations, you can access the manuscript by clicking on 'Pending Assignments' on the Reviewer Main Menu. (see below)

There are several actions you can perform from this menu (see below):

Pending Reviewer Assignments for Amy Author							
Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Current Status	Date Reviewer Invited	Date Review Due
View Submission Similar Articles in MEDLINE Submit Recommendation	2	AMYTEST-D-03-00004	Rapid Communication	The Blue Meanies Are Plotting Revenge	Under Review	Feb 6 2003 8:35:25	Feb 13 2003 11:59:59

[Reviewer Main Menu](#)



You should use Acrobat 5 or later for best PDF Viewing results

You may download the PDF to your desktop by '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 which may be similar to a particular manuscript by using 'Similar Articles in MEDLINE'. Clicking this link displays a new browser window featuring the *Knowledge Finder*® MEDLINE search engine.

When you are ready to submit your recommendation, click 'Submit Recommendation'. This will bring you to the 'Reviewer Recommendation and Comments' screen (see next page).

Recommendation: **Revise** Manuscript Rating (1-100):

Cancel **Save & Submit Later** **Proof & Print** **Submit Now**

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 Instructions](#)

Reviewer Blind Comments to Author: [Insert Special Character](#) **Open in New Window**

Reviewer Confidential Comments to Editor: [Insert Special Character](#) **Open in New Window**

Review Form

Place an 'X' next to a statement.

----- This is great.

----- This is worthy of publication.

----- Trees are more valuable than spreading this information.

Cancel **Save & Submit Later** **Proof & Print** **Submit Now**

By using the pull-down menu at the top of the form that is under 'Recommendation:', you can choose your recommendation term (Accept, Reject, Revise. Etc.).

Enter your numeric rating for the manuscript in the box next to 'Manuscript Rating (1-100):' if the journal provides the space for you to do so.

The journal provides specific instructions on submitting your review - you can access these instructions by clicking '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, 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. 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 and Print' will open a window containing the 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 shows you the body of your review for 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'.