



Tutorial for Reviewers

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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 Reviewers to review a submission, the Editor is given the option to 'Proxy Register' them if they are not already registered in their Publication'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 Publication's site and to the paper that you have been invited to review. You can choose to 'Accept' or 'Decline' the invitation.

If the Publication Office has registered for you, the first time you log in to the system, you will be prompted to enter more information.

Registering with EM

If the Publication 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 Publication's EM site.

From the main navigation menu at the top of the Publication 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.

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.

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 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 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?

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:

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

Registration Page

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

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.

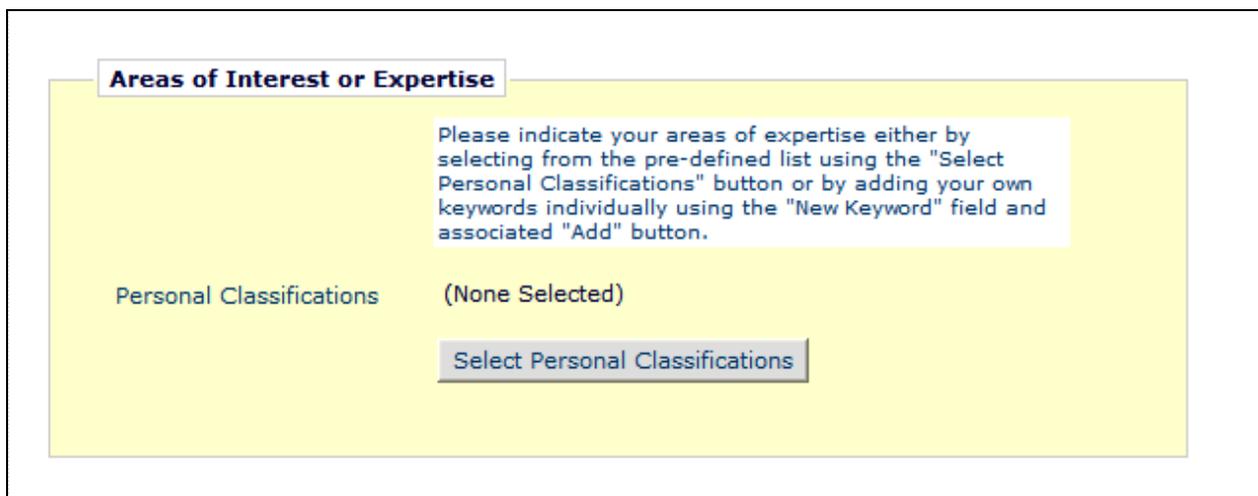
Enter preferred user name

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

Some Publications may elect to have a Reviewer Role be 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 you would like the Editorial Office 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 Editorial Office must then designate you as a Reviewer in the EM System.

If the Publication is using classifications, you may also select your own personal classifications from their predefined list. This will give the Editorial Office the ability to match your 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

Click on 'Select Personal Classifications' to access the screen to enter your 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:

[Matching terms display in red text]

- 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**

Selected Classifications:

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

Note: *If the Editorial Office has set up classifications as a required field, you must select your 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 you have selected all of the appropriate areas of expertise, click on the 'Submit' button on the bottom of the page.

If the Publication is using Personal Keywords, you may enter your own 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, you 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 access the screen 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 you have entered all of your Personal Keywords.

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.

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 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: *You must remember this username in order to access the Publication's EM System*

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

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

Confirm Registration

Please confirm the following very important information:

First Name:	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 >>'. You have now completed the registration process, and may exit out of your browser to check your e-mail for the password that will be sent to you.

Custom Registration Questions

If the Publication 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 Editorial Office. Once you have provided the Publication with the necessary information, click on the Continue button to proceed.

Multiple E-mail Address Request

You 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, 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 Publication'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 'Login' page of the Editorial Manager system. On the left side, the word 'Login' is written in a bold, black font. The main content area is a yellow box with a white border. At the top of this box, it says 'Please Enter the Following' in a blue box, and there is a blue link 'Insert Special Character' to the right. Below this are two input fields: 'Username:' and 'Password:'. Underneath the input fields are four buttons: 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'. Below the buttons are three blue links: 'Send Username/Password', 'Register Now', and 'Login Help'. At the bottom of the yellow box, it says 'Software Copyright © 2008 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 Publication. 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 Publication, you would need to click on the button labeled **'Author Login'**.

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

The screenshot shows a 'Login Error' message. On the left side, the words 'Login Error' are written in a bold, black font. The main content area is a white box with a black border. At the top, it says 'You do not have Reviewer privileges on this journal.' in red text. Below this, it says 'Please re-enter your password and select one of the login options below.' in black text. Below the text is a yellow box with a white border. At the top of this box, it says 'Please Enter the Following' in a blue box, and there is a blue link 'Insert Special Character' to the right. Below this is a single input field labeled 'Password:'. Underneath the input field are three buttons: 'Cancel', 'Login as Author', and 'Login as Editor'.

You will need to contact the Editorial 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.

REVIEWER MAIN MENU

Review Assignments

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

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'**:

em Editorial Manager™

HOME • LOG OUT • HELP • REGISTER • **UPDATE MY INFORMATION** • JOURNAL OVERVIEW
 MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

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

Update My Information

To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.

Login Information [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.

User Name:

Password *: [Password Rules](#)

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.

Default Login Role:

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 Publication 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:

CONFIRM INFORMATION UPDATE

Required Field Warning

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.

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 invited to review a manuscript, you will need to indicate whether you choose to accept or decline the invitation. From the Reviewer Main Menu, click '**New Reviewer Invitations**' to go to a list of your reviewer invitations that you have yet to agree or decline:



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

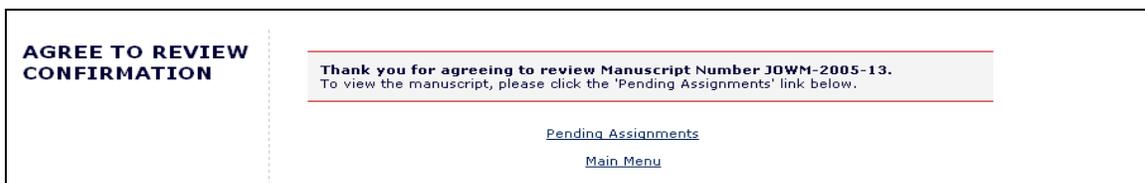
New Reviewer Invitations for Joe Bloggs

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

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 20.3 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	juidhurit;	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:



Clicking '**Decline to Review**' will alert the Editorial 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 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 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 Editorial 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 Editorial 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:

Pending Reviewer Assignments for Joe Bloggs

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

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	Text 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 submission from the PDF file, select the 'File' menu in the upper left corner of the Acrobat window and select 'Print'.

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

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)

Recommendation:

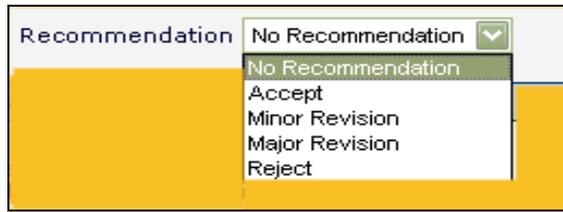
For your convenience, and to take advantage of word processing features (e.g., spell-check, bullets, numbering), we suggest you use your regular word processing program (e.g., Microsoft Word, WordPerfect) when typing your review. You should then Copy and Paste your comments into the boxes provided. Click the Save & Submit Later button to save your comments and continue working.

Reviewer Blind Comments to Author

Reviewer Instructions

[Insert Special Character](#)

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



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

Reviewer forms are configured by the Editorial 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:

 A screenshot of the 'Submit Reviewer Recommendation and Comments' page. At the top, there is a 'Recommendation' dropdown menu set to 'No Recommendation'. Below it are buttons for 'Cancel', 'Save & Submit Later', 'Upload Reviewer Attachments', 'Proof & Print', and 'Proceed'. A text box contains 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.' Below this is a 'Reviewer Instructions' button. The main section contains three rating questions:

- '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 checkbox for '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 you are reviewing is a new, rather than revised submission, the Publication may also request that you assign an overall rating to the manuscript (1–100).

 A screenshot of the 'Submit Reviewer Recommendation and Comments' page for manuscript 'JOWN-2005-16'. The page title is 'Reviewer Recommendation and Comments for Manuscript Number JOWN-2005-16'. Below the title is a sub-header 'How to submit a paper to the Journal of ABC'. The original submission is 'Oliver Author2, Jr (Reviewer 3)'. There is a 'Recommendation' dropdown menu set to 'No Recommendation' and an 'Overall Manuscript Rating (1 - 100)' input field. Below these are buttons for 'Cancel', 'Save & Submit Later', 'Upload Reviewer Attachments', 'Proof & Print', and 'Proceed'. A text box contains 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.' Below this is a 'Reviewer Instructions' button, which is pointed to by an arrow from the text below. The main section contains three rating questions:

- '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.

Each Publication 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 Publication 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 Editorial Office has enabled this permission, then you may upload files with your review into the system as part of the 'Submit Recommendation' process. You may want to upload annotated files, non-manuscript files such as images or related materials.

Uploading Files as Part of a Review (Reviewer Attachments)

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

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

The screenshot shows a web interface titled "Upload Reviewer Attachments for Manuscript Number JOWM-2005-16" with the subtitle "How to submit a paper to the Journal of ABC". Below the title, there is a prompt: "Enter a Description, Browse and Attach to select any additional material or annotated information you wish to include in your review." The interface includes a "Description:" text box with an "Insert Special Character" link, a "File Name:" text box with a "Browse..." button, and an "Attach This File" button. Below this is a table titled "Reviewer Attachment(s):" with columns for "Action", "Description", "File Name", "Size", and "Last Modified". The table lists two files: "This file contains information about areas that need revising DEMO Checklist.doc" (19.0 KB, 10-01-2006) and "Figure to support requested changes" (figure.eps, 392 KB, 10-01-2006). At the bottom of the interface are "Back" and "Proceed with Recommendation" buttons.

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):

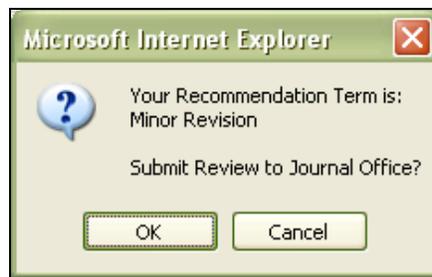
Question	Scale	Rating
The subject addressed in this article is worthy of investigation (1 is low, 5 is high)	[1-5]	4
Was the inclusion of illustrations useful or of no real value (1 is low, 5 is high)	[1-5]	4
The information presented was new and novel (1 is low, 3 is high)	[1-3]	2

Reviewer Blind Comments to Author:

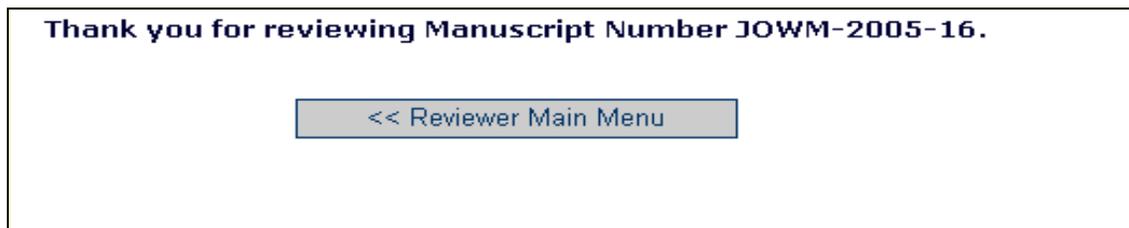
Reviewer Confidential Comments to Editor:
This is another test to see how and when to use the Review form

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 Publication has made this a required or optional step of the process for Author's submitting Revisions, then you will see the following link when you login to begin your review of the revised submission:

Action	Manuscript Number	Article Type	Article Title	Current Status	Date Reviewer Invited	Days Invitation Outstanding	Editor's Name	Corresponding Author	Other Authors
Action Links 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
<p>Reviewer #1: This paper makes some great points, but the following things should be addressed in the revision.</p> <p>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</p> <p>Please also work on grammar and language, specifically on page 42 where you seem to lapse into Gaellic. --I have made the necessary changes</p> <p>The statistical analysis on page 5 should be re-worked to include kittens. --I have made these changes</p> <p>Reviewer #2: Statistical Analysis needs to be redone --I have reworked the statistical analysis at your request.</p> <p>Also, please make sure that you address the recent publications with this journal. --The revision now contains this information</p>
Close