



Guidelines for Reviewers

“How to Respond to Invitations and Submit Reviews using Editorial Manager”

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Introduction

This guide, developed by Wolters Kluwer Health, is intended to make your experience as a Reviewer using Editorial Manager (EM) as simple and straightforward as possible. What follows are some suggestions for simplifying your duties as a Reviewer while using the Editorial Manager online submission and review system.

This guide is designed to boil down the reviewer responsibilities into two main skill sets:

- Answering Invitations
- Submitting Recommendations

Software requirements

As a Reviewer using Editorial Manager, you must have Adobe Acrobat Reader (a PDF reader) installed on your computer. If you need to install this software, you can download the free Adobe Acrobat Reader at the following address:

<http://get.adobe.com/reader/>

If you experience difficulty installing or utilizing this software, Adobe offers support via their website: <http://www.adobe.com/support/reader/>.

To view the general Software and Hardware requirements for Editorial Manager, please see: <http://www.editorialmanager.com/homepage/homefaq10.html>.

Understanding your main menu

There are three key folders in your account. You can think of them as a 'filing cabinet' containing all of your current and past assignments.

Example Review Assignments:

[New Reviewer Invitations](#) (1)

[Pending Assignments](#) (2)

[Completed Assignments](#) (8)

Key Folders that Manage your Work:

- a. [New Reviewer Invitations](#) – Click here to see new reviewer invitations. You may view the abstract, agree to take on the assignment, or decline to review.
- b. [Pending Assignments](#) – Click here to see all manuscripts you have agreed to review. You may view the due date, view the submission, search for similar articles in Medline, and submit a recommendation.
- c. [Completed Assignments](#) – Click here to see all of your past assignments. You may view your previous comments. The decision letter and other reviewer comments to the author may be available for your reference after the decision is reached.
 - o NOTE: It is up to the journal office's discretion to grant access to these materials. Contact the journal office with any questions.

Responding to invitations

Invitations to review submissions will be sent to you via email. There are two ways to answer any invitation.

- **Accept or Decline by Logging into Editorial Manager** – You can answer every invitation by logging into Editorial Manager as a Reviewer and checking your [New Invitations](#) folder.
- **Accept or Decline from within Email Invitations** – When you receive an email invitation, you can view the abstract within the email and then respond immediately by clicking the links to Accept or Decline. These are embedded directly within the invitations.
 - NOTE: This is an optional feature configured at the discretion of the journal office. If you see the links but are unable to use them, please see the [HELP](#) section (below).

If you agree to review a manuscript for the journal, you will automatically be sent an email that includes a due date by which the review should be completed online and detailed instructions for submitting your review.

- **NOTE:** Many Journal Offices limit the number of days Reviewers are given to respond to an invitation to review. Be aware that if you do not respond within the time allotted, you may be automatically un-invited. Should this occur, the submission will no longer be available in the New Reviewer Invitations folder on your main menu.

Submitting a recommendation

Submissions you have agreed to review will be waiting in your [Pending Assignments](#) folder. First, click [View Submission](#) to view the submission in FDF format (for questions about FDF files, see the HELP section below). Once you've viewed the submission and are ready to complete your review, follow the steps below.

NOTE: If, after beginning a review, you would like to exit Editorial Manager and submit the review later, first save your changes by clicking **“Save and Submit Later”**. This will allow you to exit Editorial Manager without losing your work. If you exit Editorial Manager without saving, your work will be lost.

Steps to Follow:

1. **Click ‘Submit Recommendation’ to open the review interface.**
2. **Click “Reviewer Instructions” to view instructions from the journal office.**

- 3. Pick a recommendation term from the drop-down box at the top of the form.**
- 4. Complete the Reviewer Rating Questions (if applicable).**
 - NOTE: This step is journal-specific and may not appear on your review form.
- 5. Enter Blind Comments to the Author.**
 - **Comments entered in this box will be included in the decision letter that is sent to the author.**
 - Do not include your name or any other revealing information about yourself.
 - Do not indicate your acceptance or rejection in these comments.
- 6. Enter Confidential Comments to the Editor.**
 - Provide answers to the 'yes' or 'no' questions and include any frank comments to the editor that you wish to make.
 - Enter any message you'd like to send to the editorial office.
 - **NOTE:** These comments will NOT be shared with the authors or other reviewers.
- 7. Click “Proceed” to see a proof of the review.**
- 8. Click “Submit Review to Journal Office” to send the review to the journal.**

Help

A few common Frequently Asked Questions are included below.

If you experience problems not addressed herein, please contact the journal's Editorial Office or search [Editorial Solutions' Online Knowledge Base](#).

Frequently Asked Questions from Reviewers Using Editorial Manager™

Q: Why can't I view the submission?

[Unable to view submission](#)

[Unable to view REVISED submission](#)

[Unable to View PDF file in Browser](#)

[Setting Adobe Reader to open FDF files.](#)

Q: I completed all of the rating questions. Why can't I submit my review?

The most likely cause is that you have selected 'N/A' as the answer to one of the rating questions. This option is merely a placeholder and cannot be selected as a response.

Q: I received an email regarding a review assignment and was not given an option to accept or decline. Why is this the case?

Some journals are configured to 'Assign' reviews, rather than inviting a person to review. If you were not provided the option to accept or decline, and the submission appeared first in your Pending Assignments folder, the paper has been Assigned to you for review. If you have any questions regarding your assignment, contact the Editorial Office. This can be done using the 'Contact Us' link in the menu bar at the top of any Editorial Manager page.

Q: Where did my review go?

A: When you are entering a review, Editorial Manager™ does not save your comments until you either 1) complete the review form and submit the review to the journal office **or** 2) click "Save and Submit Later".

If you exit Editorial Manager™ or close your web browser, or if your computer crashes while you are in the midst of working on your review, the review will be lost. It is highly recommended that you first write your comments in a word processing program, such as MS Word, save them to your hard drive. When ready, log in to Editorial Manager to submit your review. You can copy and paste your review from an MS Word document straight into the Editorial Manager™ review form.

Q: Can I read the comments submitted by the other reviewer?

A: This depends on the review policy of the journal. To determine if a journal has configured this capability: log in to EM, go to 'Completed Assignments' and click on 'View Reviewer Comments'.

Q: I received an invitation to review by email but there is nothing in my 'New Invitations' or 'Pending Assignments' folders.

A: Some journals automatically 'un-invite' reviewers who do not respond to invitations after a certain amount of time. If you received an email invitation but the assignment does not show up in your 'New Invitations' folder, contact the Editorial Office. This can be done using the 'Contact Us' link in the menu bar at the top of any Editorial Manager page.

Q: I accepted an invitation to review, but the submission is no longer in my 'Pending Assignments' folder.

A: Some journals automatically 'un-invite' Reviewers who have accepted an invitation but who have not submitted the review by the due date. This may also happen if you have a partially saved review but it has not been submitted to the journal office. If you have any questions regarding your assignment, contact the Editorial Office. This can be done using the 'Contact Us' link in the menu bar at the top of any Editorial Manager page.

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