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Tutorial for Reviewers

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LWW Editorial Manager[®] - Tutorial for Reviewers

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>

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

Things to Remember:

- If you received an invitation to review a paper from a Journal using EM, then you do not need to register with the system.
- Registering with a Journal EM system will provide you the ability to submit manuscripts as an author.
- If you register with the Journal's EM system, that does not mean you will automatically be assigned reviews by the editors. In order to ensure becoming a reviewer for a journal, you will need to write to the journal office and formally offer your services. If the Journal accepts, you will be given reviewer login privileges and may begin to receive assignments from the editors.

If you choose to register with the Journal's EM system, please visit the 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'.

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Once you click 'Register' the following screen will be displayed:

The image shows a 'PRE-REGISTRATION PAGE' with a light blue background. On the left, there is a heading 'PRE-REGISTRATION PAGE' and a paragraph of text: '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.' On the right, there is a registration form titled 'Please Enter The Following' with a link 'Insert Special Character' above it. The form contains three input fields: 'First Name*', 'Last Name*', and 'E-mail Address*'. Below the fields is a 'WARNING' section with text: '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.' Below the warning is another paragraph: '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.' At the bottom of the form are three buttons: 'Cancel', 'Forgot Your Password?', and 'Continue >>'.

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.

If no duplicate matches are found in the database – then you will be allowed to proceed to the second step, the Registration process. The following screens will be displayed:

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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](#)

Personal Information

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)

Preferred Contact Method * E-mail Fax Postal Mail Telephone

[Insert Special Character](#)

Institution Related Information

Position

Institution

Department

Street Address

City

State or Province

Zip or Postal Code

Country *

Address is for * Work Home Other

Available as a Reviewer? Yes No

Additional Information

*

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.

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

Things to Note During Registration

- Multiple E-mail Address Request - A new SPAM information warning next to the e-mail address field, 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 e-mail at a secondary e-mail address from a different service provider (e.g. Yahoo, AOL, etc.).
- If you want the Journal to be able to select you as a Reviewer, you can set the Option “Are you available as a Reviewer?” to ‘Yes’.
- If the Journal is using classifications, you may also select your own personal classifications from their pre-defined list.
- 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 Journal’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’ve 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:	Darren
Last Name:	Morrison
Username:	Dazza
Email Address:	darren@emtesting.co.uk
Country:	BELGIUM

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.

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

<< Previous Page Continue >>

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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 >>

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

Logging In

Once you have received a reviewer invitation from a journal or notification of your username and password following EM registration, 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 Log-In 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.

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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.

REMEMBER: When a user is first registered they may, by default, belong to the 'AUTHOR' family. Some journals may have the default user role set to 'REVIEWER'. 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:

You will need to contact the Journal Office and request that they allocate this role to you.

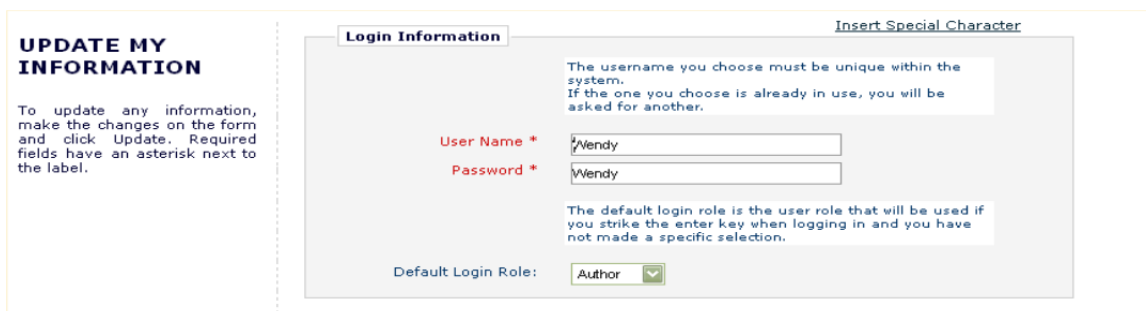
Once you have successfully logged in, the Reviewer Main Menu will display any New Reviewer Invitations, Pending or Completed assignments that you may have – these links are also referred to as 'Folders'. The number of assignments you have within each folder will be displayed by the side of the entry.

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) select '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 section with the heading 'UPDATE MY INFORMATION' and a paragraph of instructions: 'To update any information, make the changes on the form and click Update. Required fields have an asterisk next to the label.' The main part of the dialog is a form titled 'Login Information'. It contains two text input fields: 'User Name *' with the value 'Wendy' and 'Password *' with the value 'Wendy'. Below these fields is a dropdown menu for 'Default Login Role' set to 'Author'. There are also two informational text boxes: one 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.' and another stating '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.' A link 'Insert Special Character' is located at the top right of the form area.

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 haven't, the following warning will be displayed:

The image shows a dialog box titled 'Required Field Warning'. It contains a 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.' At the bottom of the dialog, there are two buttons: '<< Previous Page' and 'Continue'.

You have an option to return to your information pages (click on '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 receive an e-mail from the Journal requesting your assistance. Before you can assess the manuscript, you must

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respond to the invitation to notify the journal office that you received the invitation and that you are willing to review the submission. If you are unable to review the submission for any reason, you will need to decline the invitation so the journal office will know that another reviewer will need to be invited in your stead.

There are two methods for responding to invitations:

- 1) Log in to Editorial Manager as a Reviewer and respond directly to the invitations in the “New Reviewer Invitations” folder.
- 2) Respond to the invitation using the deep-links (hot-links) in the e-mail invitation.

Responding to an Invitation by Logging into Editorial Manager

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.



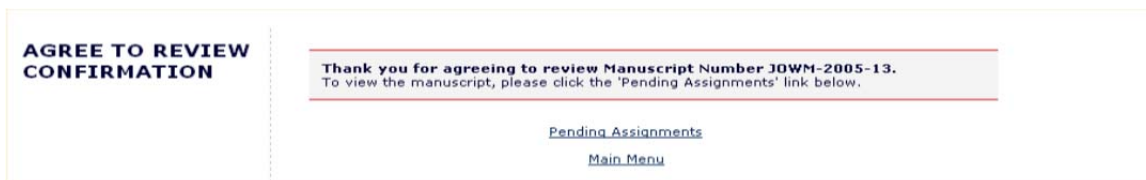
New Reviewer Invitations for Joe Bloggs

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

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	Text 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](#)

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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](#)

Responding to an invitation using the Deep Links in the invitation e-mail

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.

Clicking on the link will accept the invitation, decline the invitation, or allow you view the manuscript. Your browser will then automatically log you into EM and take you to the appropriate screen in EM where you will receive confirmation that your choice was received by the web site.

NOTE: In order for the links in the e-mail to work, you must NOT already be logged into EM.

- 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. Journals most often configure this link to appear in an email that is sent directly after a

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reviewer agrees to review a paper. The Reviewer will be able to click on the hyperlink to download the Reviewer version of the PDF.

Submitting your review

Once you've agreed to your review assignment, you can access the manuscript by clicking on 'Pending Assignments' on the Reviewer Main Menu as shown below.

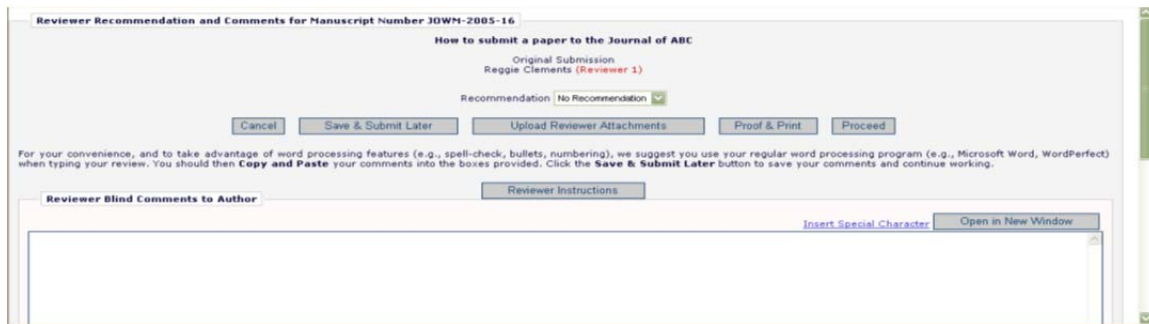
Basic Navigation

There are several actions you can perform from this menu:

- 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.
- Some Wolters Kluwer Health Journals provide an "Ovid – Title and Keywords" search. This feature allows direct searching of the Ovid Medline database. If you find that this service is missing and would like to search using Ovid, please contact your journal office to request configuration.

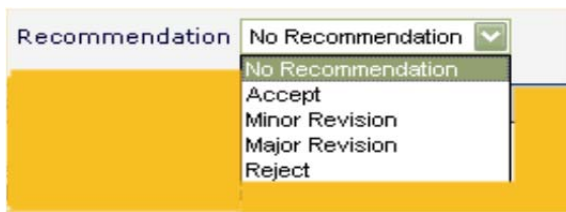
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- When you are ready to submit your recommendation, click 'Submit Recommendation'. This will bring you to the 'Reviewer Recommendation and Comments' screen.



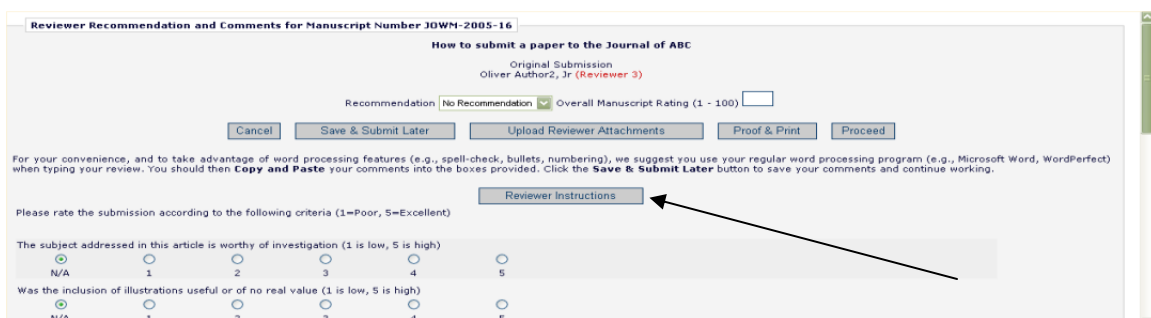
Completing the Review Form

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



Reviewer Instructions

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.



Manuscript Rating Questions

Reviewer forms are configured by the Journal Office, but you will typically be asked to answer Manuscript Rating Questions as shown below. These questions may appear at the beginning or end of the screen:

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Recommendation: No Recommendation

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 Instructions

Please rate the submission according to the following criteria (1=Poor, 5=Excellent)

The subject addressed in this article is worthy of investigation (1 is low, 5 is high)

N/A 1 2 3 4 5

Was the inclusion of illustrations useful or of no real value (1 is low, 5 is high)

N/A 1 2 3 4 5

The information presented was new and novel (1 is low, 3 is high)

N/A 1 2 3

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).

Enter Comments to the Author and the Editor

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.

Proof and Print

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.

Submit the Review

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 Recommendation and Comments for Manuscript Number JOWN-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

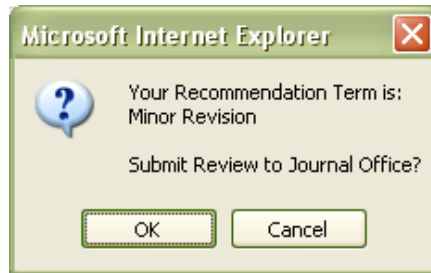
Reviewer Blind Comments to Author:

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

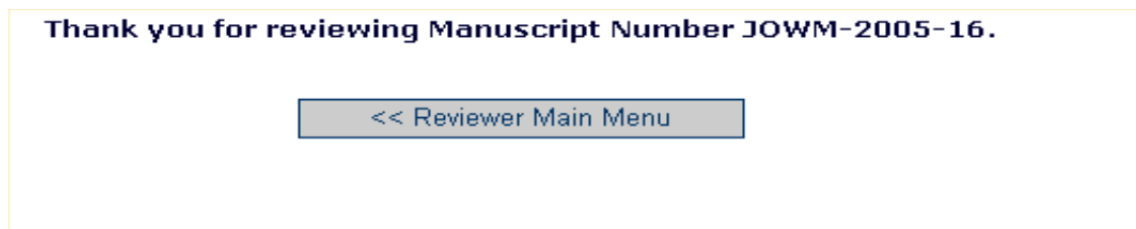
Back Edit Review Print Submit Review To Journal Office

You are given a final opportunity to check your recommendation – click on OK to proceed or Cancel to make further changes.

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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.



Revised Submissions: Viewing an Author's Response to Reviewers

Many journals require authors to build their response to reviewers into the revised submission PDF. All you need to do is click "View Submission" and locate the point-by-point response to your previous comments. You may then decide whether or not the revision satisfies your previous requests and submit your new set of comments.

Alternately, some journals will automate the response to the reviewers so you can access it by a hot-link outside of the submission PDF. 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 log-in to begin your review of the revised submission:



Click on View Reviewer Comments. A pop-up box will appear with a link to the Author's Response to the Reviewers' comments:

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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 Gaelic.

--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

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