

**Guidelines for Reviewers  
Using Editorial Manager 5.0**

This guide 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 peer review system.

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

- Answering Invitations
- Submitting Recommendations

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**PART 1. 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, decline to review, search for similar articles in Medline, and send ad-hoc emails.
- 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, submit a recommendation, and send ad-hoc emails.
- c. [Completed Assignments](#) – Click here to see all of your past assignments. You may view your previous comments.

## **PART 2. RESPONDING TO INVITATIONS**

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

**If you agree to write a review for the journal**, you will automatically be sent an email that includes a due date for the review to be completed and detailed instructions for submitting your review.

### **PART 3. 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 form.
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.**
  - **NOTE:** The questions should be rated on a scale of 1-5 with 1 being the lowest and 5 being the highest.
5. **Enter Blind Comments 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.
    - **NOTE:** Comments entered in this box **WILL** be included in the decision letter that is sent to the author.
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. **Enter your overall rating of the manuscript in the Overall Manuscript Rating field.**
  - **NOTE:** The Annals uses a rating scale of 0-100 for evaluating manuscripts: 0 is the lowest rating and 100 is the highest. To achieve acceptance, a manuscript must receive an overall score of at least 41 – 60.
8. Click **“Proceed”** to see a proof of the review.
9. Click **“Submit Review to Journal Office”** to send the review to the journal.

#### **PART 4. HELP**

Here are some common challenges reported by reviewers. If you experience issues not addressed here, please login as a Reviewer and click “Help” on the menu bar. If your issue is not resolved by viewing the online Reviewer Help, please contact the editorial office for more information.

#### **Q: Why do PDF files download as FDF files in Editorial Manager?**

A: An FDF extension guarantees that the file will open in Adobe Reader and not in a browser window, which is a less-stable PDF viewing environment. Different browsers may make files appear differently, while Adobe Reader ensures that the files can be opened and read as they were intended.

#### **Q: How do I set my Adobe Reader to read FDF files?**

A: In a Windows system, do the following:

- Double click on My Computer
- Click on Tools
- Choose Options
- Click on the tab for File Types
- Scroll down the list for the file extension FDF
- Make sure FDF is set to open with Adobe Reader
- Repeat these steps for PDF extensions

In a Macintosh system, do the following:

- Launch Internet Explorer or Netscape
- Click on Preferences
- Choose File Helpers (in Explorer) or Applications (in Netscape)
- In Explorer, look for the application Adobe Acrobat Reader and check that it has an entry for .FDF files under extension type.

If it does not, click Add and use these values:

- Description – Acrobat Form Data Format
- Extension - .FDF
- Mime Type – application/vnd.FDF
- File Type – FDF

In Netscape, click the icon for Portable Document Format and check that it has an entry for .FDF files under suffixes.

If it does not, add these values:

- Description – Acrobat Form Data Format
- Suffixes - .FDF
- Mime Type – application/vnd.FDF
- File Type – FDF

#### **Q: Where did my review go?**

When you are submitting a recommendation, Editorial Manager does not save your comments until you 1) complete the entire recommendation and send them to the editorial 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

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recommended that you first write your comments in a word processing program such as MS Word, save them to your hard drive, then login 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: I received an invitation to review by email but there is nothing in my ‘New Invitations’ or ‘Pending Assignments’ folders.**

If a reviewer does not respond to an invitation within 3 days, the system is configured to automatically ‘uninvite’ that reviewer.