



Tutorial for Reviewers

Table of Contents

<u>Registering</u>	<u>3</u>
<u>Logging In</u>	<u>5</u>
<u>Changing your password</u>	<u>6</u>
<u>Software requirements</u>	<u>7</u>
<u>Viewing new assignments</u>	<u>8</u>
<u>Submitting your review</u>	<u>8</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).



Once you click "Register" a screen will open, asking you to enter your First and Last name, and your e-mail address. Click "OK" once you have filled this in.

The system will check to see if you're already registered.

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 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.

A "Registration Confirmation" page will appear, letting you 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. If all is correct, click the "Continue" button at the bottom.

DO NOT CLICK THE BACK BUTTON. 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.

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

USA

*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. You will be able to log in as an author and Update Your Information. You will **not** be able to log in immediately as a **Reviewer** since the Editorial Office must give you this permission. Check back in a day or so, and once you've been granted Reviewer permission, you'll be able 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. At the top, the title 'Editorial Manager Log-In' is displayed. Below the title are two input fields: 'Username:' followed by a text box, and 'Password:' followed by a text box. At the bottom of the screen, there are four buttons: 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'.

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:

Click the 'Change Password' button. This will open a new window containing the Change Password field (see page 7).

Change Password

Enter your old password:

Enter your new password:

(enter the new password again)

Update

Enter your old password in the top field. Then enter your new password in the middle field, and enter it again in the bottom field to verify your new password. 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 (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

Viewing new assignments

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 Assignments' to go to a list of your review assignments that you have yet to accept or decline (see below).

New Reviewer Assignments							
You have been invited to review the following manuscripts. Please Accept or Decline the review assignment.							
Action	Manuscript Number	Article Title	Date Submitted	Review Assigned	Elapsed Days	Editor's Name	Corresponding Author
Accept Decline	DBMD136	My First Article	Oct 10 2001 2:06PM	Oct 11 2001 1:28PM	48	Edward Editor, MD	Stacey Lavelle
Accept Decline	DBMD46	Temporalmandibular joint pain	Jul 23 2001 1:26PM	Nov 2 2001 8:55AM	26	Emily Editor, MD	Anthony Author, MD
Accept Decline	DBMD156	Cariology Issues	Sep 17 2001 11:14AM	Nov 13 2001 11:46AM	15	Emily Editor, MD	Anthony Author, MD

[Return to Main Menu](#)

By clicking 'Accept', the manuscript will move out of your 'New Assignments' folder and into your 'Pending Assignments', where you can begin the review process by viewing the pdf.

Submitting your review

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

Pending Reviewer Assignments							
Action	Manuscript Number	Article Title	Date Submitted	Review Assigned	Elapsed Days	Editor's Name	Corresponding Author
View History Submit Recommendation	DBMD136	My First Article	Oct 10 2001 2:06PM	Oct 11 2001 1:28PM	48	Edward Editor, MD	Stacey Lavelle

[Return to Main Menu](#)

To view the PDF, click 'View' in the Action column of the Pending Assignments table. This will activate Adobe Acrobat and will open the PDF version of the manuscript. 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'.

When you are ready to submit your recommendation, click 'Submit Recommendation'. This will bring you to a page containing the review form fields that you will need to fill out (see next page). **NOTE:** If you get interrupted, your comments will be lost, so to prevent this, type your comments in a text program, and copy and paste them into the form.

Reviewer Recommendation and Comments for Manuscript Number DEMO136

Manuscript Title: My First Article

Recommendation:

Manuscript Rating (1-100):

[Insert Special Character](#)

Reviewer Blind
Comments to Author:

Reviewer Confidential
Comments to Editor:

Reviewer Form:

1. Summary Analysis
2. Brief Appraisal

The optimal way to submit your "Recommendation" is to have your text program open, and type your comments there. You'll be able to save them on your desktop if you want to complete your recommendation at a later time. Once you're ready to submit your review online you may simply copy and paste your comments into the appropriate box (see below).

First, select the appropriate recommendation term by using the drop-down menu next to 'Recommendation:'. If the journal has chosen to include a 'Manuscript Rating' field, you should enter your numeric rating in that field. You would then enter your comments to the Author (these comments are blinded) in the field next to 'Reviewer Blind Comments to Author:'. Lastly, enter your confidential comments to the Editor in the field next to 'Reviewer Confidential Comments to Editor:'. When you are satisfied with your review, click 'Submit' to send it back to the Editor.