Reviewer Instructions

**BECOME A REVIEWER.** The minimum requirements to become a reviewer for the JVS Journals are listed below. Please e-mail your curriculum vitae along with a letter of support from a mentor to the Editorial Office. The Editors will review your application and notify you if you are selected to become a reviewer.

Minimum Requirements:
- Formal vascular training in an integrated or fellowship program (or)
- Active practice or active research in vascular disease management (and)
- A recommendation from a mentor supporting good standing (and)
- Time to spend 2 or more hours a month on manuscript review

**CONFIDENTIALITY.** All documents and information provided for the purpose of peer review should be kept entirely confidential. To prevent unauthorized access, manuscripts should be stored in a secure manner. Reviewers may not share the manuscript with other colleagues. If a reviewer wishes to seek a colleague’s opinion on the scientific merit of a manuscript, the Editors must be consulted first, and the colleague must adhere to the same standards of confidentiality. When a reviewer has completed their review, they are required to delete personal electronic manuscript files and destroy any printed copies of the document. Inquiries received by individual reviewers about a manuscript should be referred to the Editors. Please read the comprehensive instructions for authors and editorial policies for more information.

**ACCESSING THE PEER REVIEW AND SUBMISSION SITES:** Each Journal has its own submission and peer review site. Reviewer invitation emails include more information about accessing the submission site for the paper you are invited to review. You can also easily switch between sites from the login pages using one set of login credentials.

- **JVS Vascular Science** - www.editorialmanager.com/jvsvs

Software Requirements. Internet connection, email server, and Adobe Acrobat Reader: [Download](#)

**VERIFY ACCOUNT INFORMATION AND UPDATE LOGIN CREDENTIALS.** Once you are confirmed as a reviewer, please login to any of the JVS Editorial Manager (EM) sites to update your profile using the “Update My Information” link from the main menu shown below:
**REQUIRED FIELDS.** Fields marked with red asterisks (*) must be completed. You may change your username and password in the “Login Information” section. The information you change on one JVS EM site, including your login credentials, will be synced with all JVS EM sites, but not for the Society for Vascular Surgery or American Venous Forum member sites.

**RELIABLE EMAIL ADDRESS.** Reviewer invitations are sent via email. Please make sure that you have included a reliable email address in your user profile. Including a secondary email address is recommended.

**PERSONAL CLASSIFICATIONS.** The personal classifications you select will determine the types of the manuscripts you will be asked to review. Please select 5 or more personal classifications. A printable version of our classifications can be accessed here:

**JVS, JVS-VL, and JVS-CIT:** [https://www.editorialmanager.com/jvs/ACCOUNT/ClassList.pdf](https://www.editorialmanager.com/jvs/ACCOUNT/ClassList.pdf)

**JVS – Vascular Science:** [https://www.editorialmanager.com/jvsvs/ACCOUNT/ClassList.pdf](https://www.editorialmanager.com/jvsvs/ACCOUNT/ClassList.pdf)

**UNAVAILABLE DATES.** If you will be unavailable to review due to a vacation or illness, please update your unavailable dates in your user profile. You may also email the editorial office so that we may update your accounts.

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**Manage Reviewer Invitations**

**REVIEWER INVITATIONS. PLEASE ACCEPT A REVIEWER INVITATION WITHIN 5-DAYS.** To accept or decline a reviewer invitation, you may use the auto accept/decline links in the invitation email, or you may login to the relevant EM site and follow the steps below:

1. From the **Reviewer Main Menu** (shown below), click “New Reviewer Invitations”.

   ![Reviewer Main Menu](image)

   **Review Main Menu**
   - **Review Assignments**
     - New Reviewer Invitations (1)
     - Pending Assignments (0)
     - Completed Assignments (57)

2. From “New Reviewer Invitations” folder, you will see action links (shown right) to the left of each invitation. Click “View Abstract” and confirm that you are qualified to evaluate the paper and that you do not have any conflict of interests.

**Conflict of Interest.** A conflict of interest exists if your professional judgment regarding the revision and publication of this manuscript may be influenced by a secondary interest. One example of a secondary interest is financial gain through employment, consultancies, stock ownership or options, honoraria, patents, and paid expert testimony. Reviewers must report their commercial interests, defined as a relationship with any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Other secondary interests include personal relationships or rivalries, academic competition, and intellectual beliefs.

**Reviewers must disclose conflicts of interest (COI)** relative to any manuscript they are asked to evaluate by emailing the Editorial office at jvascsurg@vascularsociety.org. Reviewers will also be asked to confirm that they do not have a Conflict of Interest on the reviewer form.

3. Clicking “Agree to Review” will move the manuscript to your “Pending Assignments” folder. If you select “Decline to Review” please provide a reason so that we may improve our invitation process and make sure your profile includes accurate availability details.

4. Now that you have agreed to review, you may download the complete manuscript from the “Pending Assignments”
folder. Please submit your assessment within 14-days from acceptance.

Submit your review
New reviewers are encouraged to refer to the Reviewer Template when assessing a manuscript for publication. This helpful template includes information about how reviews are scored and explains the reviewer promotion process. Please direct questions to the Editorial Office at jvscsurg@vascularsociety.org.

Go to the “Pending Assignments” folder and click “View Submission” to view the manuscript PDF. Please click “Similar Articles in MEDLINE” to compare the work to other published articles and assess its originality. Clicking this link displays a new browser window featuring the Knowledge Finder® MEDLINE search engine.

When you are ready to submit your recommendation, click “Submit Recommendation” and complete the steps listed on the “Reviewer Recommendation and Comments” screen. Manuscripts appropriate for publication report results of well designed, performed and analyzed studies that contribute significant new information to the field. Manuscripts that are premature (containing only a minimal amount of data), are a small part of a larger work, or have serious faults that might result in misleading conclusions are not acceptable. Even well-done studies that add little new information to our field and those with results likely to be of little interest to our readers should be given low priority.

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Scoring. Enter your numeric rating for the manuscript in the box next to ‘Manuscript Rating’ (1-100)
Use this scoring guide for JVS, JVS-VL and JVS Vascular Science
80-100. Outstanding new contribution of major value that warrants publication.
60-80. Warrants publication, but not as novel; or in need of major revision first.
40-60.Borderline for publication. Premature, low interest, or small part of larger work.
20-40. Not for publication. Major problems with experiment, not interesting/correctable.
0–20. Fatal flaws and/or ethical issues that prevent publication independent of other Reviewers’ opinions.

Use this scoring guide for JVS Cases and Innovative Techniques:
80-100. Outstanding new contribution of major value that warrants publication.
60-80. Warrants publication, novel but in need of minor or major revision first.
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0–20. Fatal flaws and/or ethical issues that prevent publication independent of other Reviewers’ opinions

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Re-review Request. Once the authors revise and resubmit a manuscript, you will likely be asked to re-review the revised submission to determine if the authors have addressed the issues satisfactorily that you have raised. A complete re-review of the work is not necessary. To help you determine whether appropriate changes have been made, the authors will have included a redline manuscript showing all the changes they have made, a reviewer response form detailing the changes and where they can be found in the redline, and a clean manuscript, which is the final version without tracked changes.

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