GUIDELINES FOR REVIEWERS

The *Polish Archives of Internal Medicine* depends on reviewers to assist the editors in determining the quality and suitability of manuscripts for publication. The purpose of these guidelines is to summarize the responsibilities of reviewers and guide them on the review submission process.

REVIEWER RESPONSIBILITIES

The manuscript reviewer advises the editor on whether papers merit publication in the *Polish Archives of Internal Medicine*. Although the final decision regarding publication of a manuscript rests with the editors, the reviewers’ comments are an important element in these editorial decisions.

Manuscript review involves the following related responsibilities:

- If the manuscript is acceptable as submitted, the reviewer should indicate its relevance and priority for publication.
- If the manuscript needs revision before it would be suitable for publication, the reviewer should detail the necessary changes.
- If the manuscript is not acceptable and could not likely be improved by revision, the reviewer should specify the reasons why it is not suitable for publication.

REVIEW SUBMISSION

Please follow the steps below to submit your review:

1. Type your Username and Password onto the login box and click Review Login.
2. In the Reviewer Main Menu, click the highlighted “Pending Assignments” link. The number in brackets denotes the number of your pending reviews.
3. The Pending Assignments grid displays the manuscript details and options. From the Action Links on the left, you can choose to View Submission, Submit Recommendations, Send E-mail.
4. To submit Reviewer Recommendation and Comments for the manuscript, click Submit Recommendation in the Action Links.
5. Select the recommendation from the drop-down menu. You may choose one of the following recommendation terms: accept, major revision, minor revision, or reject. This step is required for submission of the review.
6. Fill in the Overall Manuscript Rating. You may assign the score between 0 and 100 points.
7. Answer the two rating questions by assigning between 1 and 3 points for the first question and between 1 and 3 points for the second question.
8. Type in your comments to author in the "Reviewer Blind Comments to Author" field. These comments can be viewed by authors and editors.
9. Type in your comments to editor in the "Reviewer Confidential Comments to Editor. These comments can be viewed by editors only.
10. Choose the Cancel button if you want to cancel your review. Choose the Save & Submit Later button, if you are not ready and want to go back to your review at a later date. Choose the Proof & Print button to proofread and print your review. Choose the Proceed button to submit the review to the journal office.