

# Reviewer Guide

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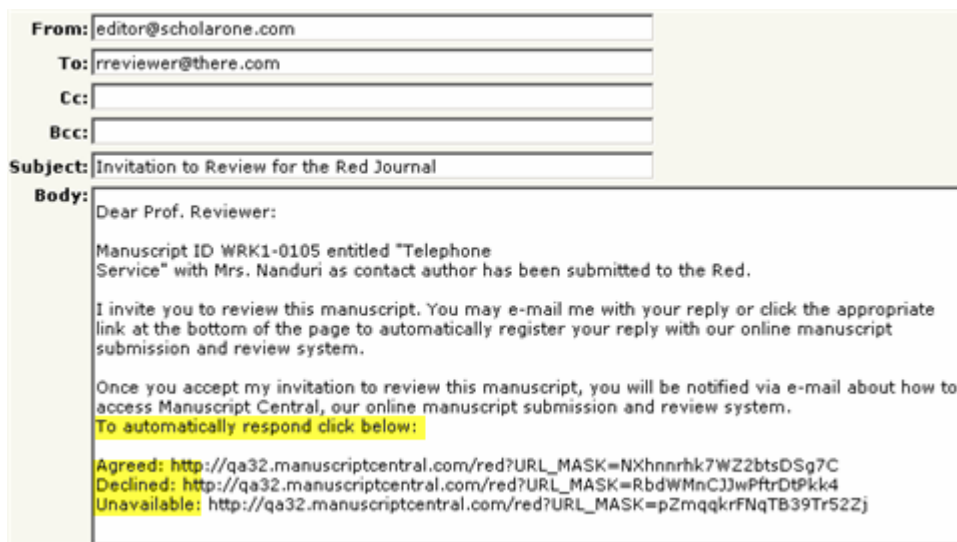
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For detailed information on other aspects of the Manuscript Central reviewer experience, please consult the Online User Guide for Authors and Reviewers (available through the Get Help Now tab or the Resources section on the Log In and Welcome pages).

## Receiving and Responding to an Invitation

As a reviewer, you will be notified by email of an invitation to review a manuscript. Text of the email can be customized so its appearance may vary by journal.

The email might come embedded with hyperlink invitation responses. Clicking the appropriate hyperlink sends the response to the journal (see yellow highlighting below). The editor is notified and the manuscript is forwarded to your Reviewer Center. You will receive an Invitation Response email containing any specific instructions you may need in order to proceed.



If emails do not come with embedded response links, respond directly to the editor by email.

### **Note:**

Some journals have a link in the Invitation Response – Agreed email to you that allows you to access the manuscript and scoresheet directly from the email, without logging into Manuscript Central.

## Logging Into Your Reviewer Center

Each journal's Manuscript Central site has a unique Web address (URL). Typically, you are given that address in the invitation or invitation-response email sent by the journal. If the URL is [hyperlinked](#), simply click the link within the email. You can also enter the web address in the address field of your browser and press the Enter key on your keyboard. The journal's Log In page opens.

Education 1

Log In | Create Account | Get Help Now

ScholarOne  
Manuscript Central

Log In

Log In

Welcome to the *Workflow 1* manuscript submission site. To Log In, enter your User ID and Password into the boxes below, then click "Log In." If you are unsure about whether or not you have an account, or have forgotten your password, enter your e-mail address into the "Password Help" section to the right. If you do not have an account, click on the "Create Account" link above.

Log In

User ID:

Education 1 Password:

There is a template available for manuscript submission on this site. [Click here to download it.](#)

Log In

Resources

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)

Password Help

Enter your e-mail address to receive an e-mail with your account information.

Access to the journal site may be provided in one of two ways:

1. The journal may create your account for you and email you with instructions on how to log in and set your User ID and password.
2. Some journals allow their users to create their own accounts. If yours does, you will see a **Create Account** link in the top right corner of the page. Follow the step-by-step instructions for creating your account.

To keep your account information current, use the **Edit Account** link in the upper right corner (Create Account changes to Edit Account after your account is created). You can also change your User ID and password here.

#### NOTES:

Please retain your new password information. Manuscript Central will not send your password via email.

You can log out of Manuscript Central at any time by clicking **Log Out** at the top right corner of the page you are on. You will be returned to the Log In page.

#### Forgot Your Password?

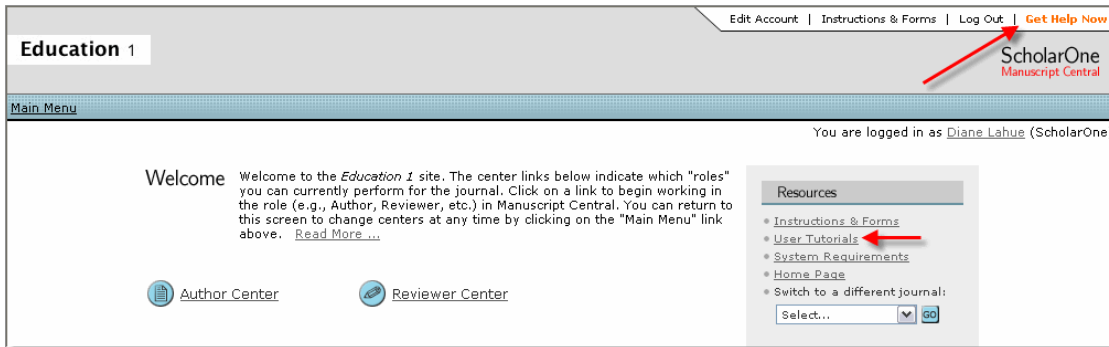
For security reasons, Manuscript Central will not email your current password. Instead, by entering your email address in the Password Help field and clicking , the system will send you an email containing instructions for resetting your password.

#### NOTE:


Please retain your new password information. Manuscript Central will not send your password via email.

#### Help Documentation

Online training documentation is available through the **Get Help Now** link at the top right of all pages and through the Resources section of the Log In and Welcome pages.



## Reviewer Center Overview

After logging in, the Welcome page opens. Click the  [Reviewer Center](#) link to display the score sheet. The Score Sheet tab is at the top right of the review form. Also note the tabs for journal-specified instructions and the Details tab that will allow you to view some additional details about the submission.

## Reviewing Manuscripts

As a reviewer, you have several options and tools for reviewing the manuscript.

### Tabs

- Instructions – This tab provides journal-specific instructions for performing your review.
- Details – This tab displays manuscript details and any version history.
- Scoresheet – This tab contains the journal-customized scoresheet for your use.

### Summary header

This summary header appears at the top of all tabs:




Author information displays according to the journal's blinding rules.

### Viewing proofs

View proofs by clicking the **HTML** or **PDF** icons in the summary header. In most cases the journal allows you to view both, along with the abstract. Other files are available based on journal preferences.



## Performing external searches

Clicking  **External Searches** allows you to search external databases such as PubMed, HighWire, and Google for the author, title, keywords and more.

## Scoring & Submitting Your Review

Click the Scoresheet tab to review and score the manuscript. The format varies by journal and may include journal-specific questions, a recommendation field, comments to the author, comments to the editor, and possibly the ability to attach files.

Any fields marked with a red “**req**” symbol require an answer before you can submit the scoresheet.



<b>req Recommendation</b>	
<input type="radio"/>	Accept
<input type="radio"/>	Major Revision
<input type="radio"/>	Minor Revision
<input type="radio"/>	Reject
<b>Would you like to review a revision of this manuscript?</b>	
<input type="radio"/>	Yes
<input type="radio"/>	No
<b>Comments</b>	
Confidential Comments to the Associate Editor	
<input type="text"/>	
Comments to the Author	
<input type="text"/>	
<b>Attach a File</b>	<b>Files attached</b>
<input type="text"/> <input type="button" value="Browse..."/>  Attach	• No files have been uploaded.
<input checked="" type="checkbox"/> Save as Draft <input checked="" type="checkbox"/> Submit  Print Saved Version	

### IMPORTANT NOTES:

- Save your work often! Manuscript Central times out after remaining inactive for 75 minutes.
- We recommend that, if you cut and paste your comments, use a plain text editor such as WordPad or Notepad.

There are three buttons at the bottom of the page:

- Click  **Save as Draft** to save your work on the scoresheet without yet sending it to the editor.

- Click  **Submit** to save the scoresheet and send it to the editor.
- Click  **Print Saved Version** to opens a popup window with a printable version of the scoresheet.



## The View Manuscripts Page

After submitting your review, the View Manuscripts page displays. You can access this page at any time by following the “breadcrumb” trail for Reviewer View Manuscripts.






### View Manuscripts

- Click HTML to view the online version of the manuscript.
- Click PDF to view a printer-friendly version of the manuscript.
- Be sure to click "Save" at the bottom of the scoresheet to retain your work in the system.
- To submit your review, click the "Submit" button at the bottom of the score sheet.

Review and Score			
Manuscript ID 	Title	Due Date	View Details
T1-Jan-2006-0066	SDfasdfasdf <a href="#">[View Submission]</a>	08-Apr-2006	


  

Scores Submitted		Manuscripts <span style="border: 1px solid #ccc; padding: 2px;">1-10</span> of 15  		
Manuscript ID 	Title	Date Completed	Status	View Details
T1-Aug-2005-0000	The Changing of the Guard <a href="#">[View Submission]</a>	01-Sep-2005	ADM: <a href="#">Lehue, Diane</a> * Accept <a href="#">view decision letter</a> <a href="#">Response to Decision Letter</a>	
T1-Aug-2005-0037	Manuscript Central: Saving Time, Making Progress <a href="#">[View Submission]</a>	26-Aug-2005	ADM: <a href="#">Author, Anna</a> * Major Revision * <b>Revision option expired on: 25-Sep-2005</b> <a href="#">view decision letter</a> <a href="#">Response to Decision Letter</a>	

### Scores Submitted section


This section lists those manuscripts for which you have submitted reviews. You can view the following information.

- Manuscript ID – the journal's system-generated identification number.
- Title – includes a link to view a PDF version of the manuscript.
- Date Completed – date review was sent back to the journal.

- Status – This column displays current status in the peer review process and, if allowed by the journal, hyperlinked names for email correspondence.
  - Based on the journal's configuration, links to view the Decision Letter and the Author's Response to Decision Letter may also display.
- View Details – click  to view author-supplied metadata and a summary of your scoresheet.

## Review and Score section

This section lists the manuscripts for your review.

- Manuscript ID – journal's system-generated identification number.
- Title – includes a link to view the manuscript.
- Due Date – date review is due to the journal.
- View Details – click  to begin reviewing manuscripts (see graphic).

Review & Score			
Manuscript ID 	Title	Due Date	View Details
WRK1-0088	The Genealogy of Ash Trees <a href="#">[View Manuscript]</a>	12-Apr-2005	
WRK1-0085.R1	sample test <a href="#">[View Manuscript]</a>	16-Apr-2005	
WRK1-0093	Tomorrow's music today <a href="#">[View Manuscript]</a>	14-Apr-2005	