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# Welcome to the 16TH Annual **EMUG** **BOSTON**

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## #EMUG2018

 Editorial Manager®  ProduXion Manager®

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# Reviewer Experience

**Carol Anne Meyer**

Client Services

[cmeyer@ariessys.com](mailto:cmeyer@ariessys.com)



# Our Path

- Reviewer Experience Basics
- Configuration
- Submitting Recommendations
- Discussions
- Getting Credit for Reviews
- Open Peer Review (if time)
- Reviewer Management
- Additional Resources

# Section Header Slide

Section Header Subtitle



# Content Slide

- Text
- Text

# “Two Content” Slide

- Text goes here

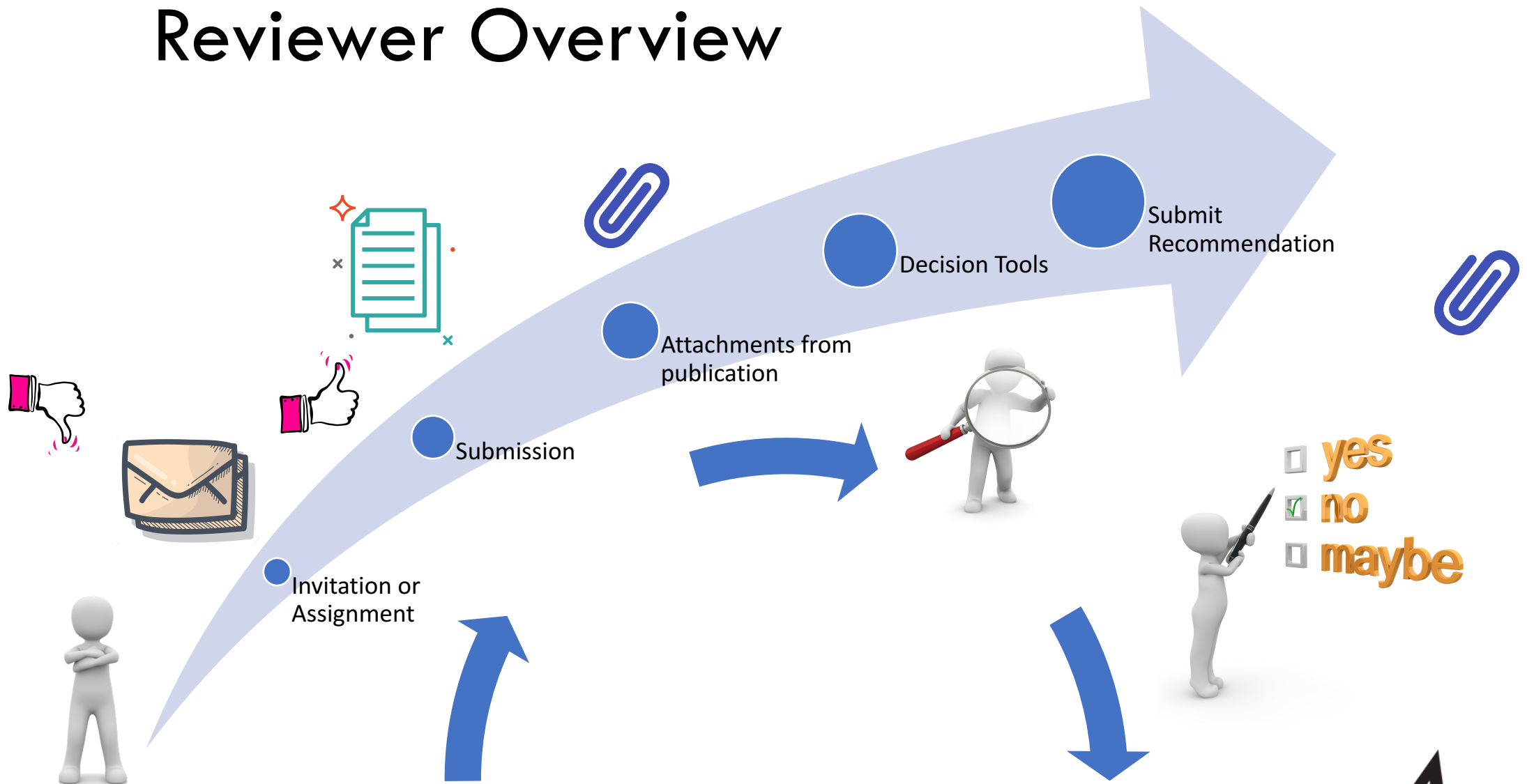
- Text goes here

# Section Header Slide

Section Header Subtitle



# Reviewer Overview





# Reviewer Experience Overview



# Reviewer Basics

Registration, Invitations, Acceptances, Menus, Folders



# Reviewer Basics—Registration

- Normal Registration
- Expedited Registration

# Normal Registration

## 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 e-mail with instructions to verify your registration.

### Login Details

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 preferred user name \*

Password \*

Re-type Password \*

### Personal Information

Title \*

Given/First Name \*

Middle Name

Family/Last Name \*

Degree

Preferred Name

Primary Phone

Secondary Phone

Secondary Phone is for  Mobile  Beeper  Home  Work  Admin. Asst.

Fax Number

E-mail Address \*

If entering more than one e-mail address, use a semi colon between each address (e.g. jon@thejournal.com, jon@yahoo.com) Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read More.](#)

ORCID

[What is ORCID?](#) [Fetch/Register](#)

### Institution Related Information

Position

Institution \*

Department

Street Address

City

State or Province

Zip or Postal Code

Country or Region \*

Address is for \*  Work  Home  Other

Available as a Reviewer?  Yes  No

### Areas of Interest or Expertise

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own Personal Keywords individually using the "Edit Personal Keywords" button.

Personal Classifications \* (None Selected)

[Select Personal Classifications](#)

**Select 2-6 Classifications**

Personal Keywords (None Defined)

[Edit Personal Keywords](#)

[Continue >>](#)

# Reviewer Basics

## Expedited Registration

- Proxy Registered by publication
- Mini “Update my Information” page
- Reviewer skips completely if already filled in by person doing the proxy registration

# Normal Registration

**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 e-mail with instructions to verify your registration.

**Login Details**

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 preferred user name \*  
Password \*  
Re-type Password \*

**Personal Information**

Title \* (Mr., Mrs., Dr., etc.)  
Given/First Name \*  
Middle Name  
Family/Last Name \*  
Degree (Ph.D., M.D., etc.)  
Preferred Name (nickname)  
Primary Phone (including country code)  
Secondary Phone (including country code)  
Secondary Phone is for: Mobile  Beeper  Home  Work  Admin. Asst.   
Fax Number (including country code)  
E-mail Address \*  
If entering more than one e-mail address, use a semi-colon between each address (e.g. joe@thejournal.com; joe@yahoo.com). Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. Read More.

ORCID  [Fetch/Register](#)  
[What is ORCID?](#)

**Institution Related Information**

Position  
Institution \* (max 300 characters)  
Department  
Street Address (max 450 characters)  
City  
State or Province  
Zip or Postal Code  
Country or Region \* Please choose a country  
Address is for \* Work  Home  Other   
Available as a Reviewer? Yes  No

**Areas of Interest or Expertise**

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own Personal Keywords individually using the "Edit Personal Keywords" button.

Personal Classifications \* (None Selected)  
[Select Personal Classifications](#)  
**Select 2-6 Classifications**

Personal Keywords (None Defined)  
[Edit Personal Keywords](#)

[Continue >>](#)

**Update My Information**

To update any information, make the changes on the form and click Update. Required fields have an asterisk next to the label.

**Personal Information**

Title \*  
Middle Name \*

[Insert Special Character](#)

[Proceed](#)

# vs Expedited Registration

# Reviewer Basics—Email Invitations

Sebastian Atay

[JOURNAL OF SA DEMO] An invitation to review Reviewer Experience Demonstration ...

15:05

Dear Mx. Atay, We would like to invite you to review a manuscript for SA Demo 14.0.

Sebastian Atay

[JOURNAL OF SA DEMO] An invitation to review Reviewer Experience Demonstration Manuscript - Dear Mx. Ata

Sebastian Atay

[JOURNAL OF SA DEMO] An invitation to review Reviewer Experience Demonstration Manuscript



**[JOURNAL OF SA DEMO] An invitati...**

**Sebastian Atay**

Dear Mx. Atay, We would like to invite you to review a manuscript for SA Demo 14.0. T...



Sebastian Atay

15:05

[JOURNAL OF SA DEMO] An invitation to r...

Dear Mx. Atay, We would like to invite you t...

# Reviewer Basics—Email Invitations With Deep Links

Dear Mx. Atay,

We would like to invite you to review a manuscript for SA Demo 14.0. The paper is called "Reviewer Experience Demonstration Manuscript".

We believe that your expertise and insight would be a great asset to determining whether or not this paper is of academic merit.

If you would like to review this paper, please click this link: <http://demosa140.edmgr.com/l.asp?i=131&l=TGPRG8BE> \*

Agree

If you do not wish to review this paper, please click this link: <http://demosa140.edmgr.com/l.asp?i=132&l=RO7ECF1W> \*

Decline

The manuscript reference is DEMOSA140-D-17-00003.

If possible, I would appreciate receiving your review in 7 days. You may submit your comments online at the above URL. There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed.

With kind regards

Dirk Strider  
Editor in Chief  
SA Demo 14.0





# Reviewer Basics—Email Invitations

## Declining an Invitation

### Decline Review

Thank you for your time in considering this invitation. If you wish, please use the box below to let us know why you are declining. This will help us improve the review process for the publication. If possible, please also suggest one or more colleagues (along with contact details) whom we could contact to review this submission.

Cancel

Submit

# Reviewer Basics—Email Invitations Declining an Invitation

## Decline Review Confirmation

Thank you for considering the invitation to review Manuscript Number  
**DEMOSA101-D-14-00003R2.**  
Your decision to decline has been forwarded to the journal.

[Login to Editorial Manager](#)



# Reviewer Basics—Email Invitations

## Accepting an Invitation

Dear Mx. Atay,

We would like to invite you to review a manuscript for SA Demo 14.0. The paper is called "Reviewer Experience Demonstration Manuscript".

We believe that your expertise and insight would be a great asset to determining whether or not this paper is of academic merit.

If you would like to review this paper, please click this link: <http://demosa140.edmgr.com/l.asp?i=131&I=TCPRG8BE> \*

Agree

If you do not wish to review this paper, please click this link: <http://demosa140.edmgr.com/l.asp?i=132&I=RO7ECF1W> \*

The manuscript reference is DEMOSA140-D-17-00003.

If possible, I would appreciate receiving your review in 7 days. You may submit your comments online at the above URL. There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed.

With kind regards

Dirk Strider  
Editor in Chief  
SA Demo 14.0



# Reviewer Basics—Email Invitations

## Accepting an Invitation

### Agree to Review Confirmation

**Thank you for agreeing to review Manuscript Number DEMOSA122-D-16-00003.**  
To view the manuscript, please click the 'Pending Assignments' link below.

[Log out of Editorial Manager](#)

[Pending Assignments](#)

[Main Menu](#)



# Aside—Troubleshooting Deep Links



# Reviewer Basics—Email Invitations

## Accepting an Invitation

### Agree to Review Confirmation

Thank you for agreeing to review Manuscript Number DEMOSA122-D-16-00003.  
To view the manuscript, please click the 'Pending Assignments' link below.


[Log out of Editorial Manager](#)

[Pending Assignments](#)

[Main Menu](#)

# Reviewer Basics

## Instructions and Due Date

Message  Review\_Due.ics (631 B)

Action Items + Get m

Dear Mx. Atay,

Thank you for agreeing to review manuscript DEMOSA140-D-17-00003 for SA Demo 14.0.

To download the paper now, please click this link: <http://demosa140.edmgr.com/l.asp?i=140&l=ROKFTDFE> \*

If possible, I would appreciate receiving your review by Dec 21 2017 11:59PM.

You may submit your comments online at <http://demosa140.edmgr.com/>.

You can also submit your comments using this link: <http://demosa140.edmgr.com/l.asp?i=142&l=RB5G57OQ>

There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed.

With kind regards

Dirk Strider  
Editor in Chief  
SA Demo 14.0

# Reviewer Basics

## Reviewer Main Menu

### Reviewer Main Menu

[My Review History](#)

### Review Assignments

[New Reviewer Invitations](#) (1)

[Pending Assignments](#) (2)

[Completed Assignments](#) (26)



# Reviewer Basics

## Review History

**My Review History - Claire Commentator**

[Close](#)

Current Review Statistics

Date Last Agreed	Reviews in Progress	Outstanding Invitations
Jun 13, 2018	4	4

Historical Reviewer Invitation Statistics

Total Invitations	Agreed to Review	Declined to Review	Inv. Invited Before Agreeing to Review	Review Cancelled Before Agreeing to Review
59	28	3	0	0

Historical Reviewer Performance Summary

Total Completed Reviews	Submitted on Time	Submitted Late	Inv. assigned After Agreeing to Review	Review Cancelled After Agreeing to Review	Date Last Review Completed
19	10	0	1	0	Jun 11, 2018

Historical Reviewer Averages

Days to Respond to Invitation	Days to Complete Review	Days Late	# of Reminders	Remainder Rating
0	0	-14	0	77.72

Reviewer Recommendation Summary

Accept:	1
Major Revision:	20
Minor Revision:	4
Reject:	0

Reviews in Progress and Outstanding Invitations

MS Number	Date Invited	Date Agreed	Date Due	Elapsed Days	Days Late	Last Remind Date	# of Reminders	Handling Editor
AUTW0RDE0141-D-18-0002182	Jun 13, 2018	Jun 13, 2018	Jun 27, 2018	0	0		0	Edna Edur
AUTW0RDE0141-D-18-0002181	Jun 13, 2018	Jun 27, 2018	Jun 27, 2018	0	0		0	Edna Edur

Completed Reviews

MS Number	Date Invited	Date Agreed	Date Completed	Days Late	# of Reminders	Recommendation	MS Rating
AUTW0RDE0141-D-18-00015	Mar 07, 2018	Mar 07, 2018	Mar 07, 2018	0	0	Major Revision	89
AUTW0RDE0141-D-18-00016	Mar 07, 2018	Mar 07, 2018	Mar 07, 2018	0	0	Major Revision	89
AUTW0RDE0141-D-18-00017	Mar 07, 2018	Mar 07, 2018	Mar 07, 2018	0	0	Major Revision	79
AUTW0RDE0141-D-18-00018	Mar 07, 2018	Mar 07, 2018	Mar 07, 2018	0	0	Major Revision	79
AUTW0RDE0141-D-18-00019	Mar 16, 2018	Mar 16, 2018	Mar 16, 2018	0	0	Major Revision	79
AUTW0RDE0141-D-18-00020	Mar 16, 2018	Mar 16, 2018	Mar 16, 2018	0	0	Major Revision	79
AUTW0RDE0141-D-18-0002181	Jun 08, 2018	Jun 08, 2018	Jun 08, 2018	0	0	Accept	89
AUTW0RDE0141-D-18-00021	Mar 16, 2018	Mar 16, 2018	Mar 16, 2018	0	0	Major Revision	79
AUTW0RDE0141-D-18-00022	Mar 21, 2018	Mar 21, 2018	Mar 21, 2018	0	0	Major Revision	55
AUTW0RDE0141-D-18-00023	Mar 21, 2018	Mar 21, 2018	Mar 21, 2018	0	0	Major Revision	55
AUTW0RDE0141-D-18-00024	Mar 21, 2018	Mar 21, 2018	Mar 21, 2018	0	0	Major Revision	55
AUTW0RDE0141-D-18-00025	Mar 29, 2018	Mar 29, 2018	Mar 29, 2018	0	0	Major Revision	88
AUTW0RDE0141-D-18-00026	Mar 07, 2018	Mar 07, 2018	Mar 07, 2018	0	0	Major Revision	88
AUTW0RDE0141-D-18-00027	Apr 04, 2018	Apr 04, 2018	Apr 04, 2018	0	0	Major Revision	8
AUTW0RDE0141-D-18-00030	Apr 10, 2018	Apr 10, 2018	Apr 10, 2018	0	0	Major Revision	89
AUTW0RDE0141-D-18-00031	Apr 16, 2018	Apr 16, 2018	Apr 16, 2018	0	0	Major Revision	89
AUTW0RDE0141-D-18-00032	Apr 23, 2018	Apr 23, 2018	Apr 23, 2018	0	0	Major Revision	89
AUTW0RDE0141-D-18-00033	Apr 24, 2018	Apr 24, 2018	Apr 24, 2018	0	0	Major Revision	89
AUTW0RDE0141-D-18-00034	Apr 25, 2018	Apr 25, 2018	Apr 25, 2018	0	0	Major Revision	89
AUTW0RDE0141-D-18-00035	May 02, 2018	May 02, 2018	May 02, 2018	0	0	Major Revision	89
AUTW0RDE0141-D-18-00036	May 16, 2018	May 16, 2018	May 16, 2018	0	0	Minor Revision	89
AUTW0RDE0141-D-18-00037	May 22, 2018	May 22, 2018	May 22, 2018	0	0	Minor Revision	89
AUTW0RDE0141-D-18-00038	Jun 08, 2018	Jun 08, 2018	Jun 08, 2018	0	0	Minor Revision	89
AUTW0RDE0141-D-18-00039	Jun 08, 2018	Jun 08, 2018	Jun 08, 2018	0	0	Major Revision	89
AUTW0RDE0141-D-18-00040	Jun 08, 2018	Jun 08, 2018	Jun 08, 2018	0	0	Minor Revision	89
AUTW0RDE0141-D-18-00041	Jun 11, 2018	Jun 11, 2018	Jun 11, 2018	0	0	Minor Revision	89

Declined Reviews

MS Number	Date Invited	Date Declined
AUTW0RDE0141-D-18-0002181	Jun 13, 2018	Jun 13, 2018

Inv. assigned After Agreeing to Review

MS Number	Date Invited	Date Inv. assigned
AUTW0RDE0141-D-18-0002181	Jun 13, 2018	Jun 13, 2018

[Close](#)

# Reviewer Basics

## Review History

### My Review History - Claire Commentator

Close

#### Current Review Statistics

Date Last Agreed	Reviews in Progress	Outstanding Invitations
Jun 13, 2018	1	1

#### Historical Reviewer Invitation Statistics

Total Invitations	Agreed to Review	Declined to Review	Un-invited Before Agreeing to Review	Review Cancelled Before Agreeing to Review
30	28	1	0	0

#### Historical Reviewer Performance Summary

Total Completed Reviews	Submitted on Time	Submitted Late	Un-assigned After Agreeing to Review	Review Cancelled After Agreeing to Review	Date Last Review Completed
26	26	0	1	0	Jun 11, 2018

#### Historical Reviewer Averages

Days to Respond to Invitation	Days to Complete Review	Days Late	# of Reminders	Manuscript Rating
0	0	-14	0	77.72

# Reviewer Basics

## Review History

### Reviewer Recommendation Summary

Accept:	1
Major Revision:	20
Minor Revision:	5
Reject:	0

### Reviews in Progress and Outstanding Invitations

MS Number	Date Invited	Date Agreed	Date Due	Elapsed Days	Days Late	Last Remind Date	# of Reminders	Handling Editor
AUTHORDEMO141-D-18-00003R2	Jun 13, 2018	Jun 13, 2018	Jun 27, 2018	0	0		0	Edna Editor
AUTHORDEMO141-D-18-00020R1	Jun 13, 2018		Jun 27, 2018	0	0		0	Edna Editor

### Completed Reviews

MS Number	Date Invited	Date Agreed	Date Completed	Days Late	# of Reminders	Recommendation	MS Rating
AUTHORDEMO141-D-18-00015	Mar 07, 2018	Mar 07, 2018	Mar 07, 2018	0	0	Major Revision	
AUTHORDEMO141-D-18-00016	Mar 07, 2018	Mar 07, 2018	Mar 07, 2018	0	0	Major Revision	89
AUTHORDEMO141-D-18-00017	Mar 07, 2018	Mar 07, 2018	Mar 07, 2018	0	0	Major Revision	89
AUTHORDEMO141-D-18-00018	Mar 07, 2018	Mar 07, 2018	Mar 07, 2018	0	0	Major Revision	79
AUTHORDEMO141-D-18-00019	Mar 16, 2018	Mar 16, 2018	Mar 16, 2018	0	0	Major Revision	79
AUTHORDEMO141-D-18-00020	Mar 16, 2018	Mar 16, 2018	Mar 16, 2018	0	0	Major Revision	79
AUTHORDEMO141-D-18-00021R1	Jun 08, 2018	Jun 08, 2018	Jun 08, 2018	0	0	Accept	89
AUTHORDEMO141-D-18-00021	Mar 16, 2018	Mar 16, 2018	Mar 16, 2018	0	0	Major Revision	79
AUTHORDEMO141-D-18-00022	Mar 21, 2018	Mar 21, 2018	Mar 21, 2018	0	0	Major Revision	56
AUTHORDEMO141-D-18-00023	Mar 21, 2018	Mar 21, 2018	Mar 21, 2018	0	0	Major Revision	56
AUTHORDEMO141-D-18-00024	Mar 21, 2018	Mar 21, 2018	Mar 21, 2018	0	0	Major Revision	56
AUTHORDEMO141-D-18-00025	Mar 20, 2018	Mar 20, 2018	Mar 20, 2018	0	0	Major Revision	68

# Reviewer Basics

## Review History

AUTHORDEMO141-D-18-00026	Mar 29, 2018	Mar 29, 2018	Mar 29, 2018	0	0	Major Revision	68
AUTHORDEMO141-D-18-00027	Apr 04, 2018	Apr 04, 2018	Apr 04, 2018	0	0	Major Revision	8
AUTHORDEMO141-D-18-00030	Apr 10, 2018	Apr 10, 2018	Apr 10, 2018	0	0	Major Revision	89
AUTHORDEMO141-D-18-00031	Apr 10, 2018	Apr 10, 2018	Apr 10, 2018	0	0	Major Revision	89
AUTHORDEMO141-D-18-00032	Apr 23, 2018	Apr 23, 2018	Apr 23, 2018	0	0	Major Revision	89
AUTHORDEMO141-D-18-00033	Apr 24, 2018	Apr 24, 2018	Apr 24, 2018	0	0	Major Revision	89
AUTHORDEMO141-D-18-00034	Apr 25, 2018	Apr 25, 2018	Apr 25, 2018	0	0	Major Revision	89
AUTHORDEMO141-D-18-00035	May 02, 2018	May 02, 2018	May 02, 2018	0	0	Major Revision	89
AUTHORDEMO141-D-18-00036	May 16, 2018	May 16, 2018	May 16, 2018	0	0	Minor Revision	89
AUTHORDEMO141-D-18-00037	May 22, 2018	May 22, 2018	May 22, 2018	0	0	Minor Revision	89
AUTHORDEMO141-D-18-00038	Jun 08, 2018	Jun 08, 2018	Jun 08, 2018	0	0	Minor Revision	89
AUTHORDEMO141-D-18-00039	Jun 08, 2018	Jun 08, 2018	Jun 08, 2018	0	0	Major Revision	69
AUTHORDEMO141-D-18-00040	Jun 08, 2018	Jun 08, 2018	Jun 08, 2018	0	0	Minor Revision	89
AUTHORDEMO141-D-18-00041	Jun 11, 2018	Jun 11, 2018	Jun 11, 2018	0	0	Minor Revision	89

### Declined Reviews

MS Number	Date Invited	Date Declined
AUTHORDEMO141-D-18-00024R1	Jun 13, 2018	Jun 13, 2018

### Un-assigned After Agreeing to Review

MS Number	Date Invited	Date Un-assigned
AUTHORDEMO141-D-18-00028R1	Jun 13, 2018	Jun 13, 2018

Close



# Reviewer Basics

## Reviewer Main Menu

**Reviewer Main Menu**

My Review History

**Review Assignments**

- New Reviewer Invitations (1)
- Pending Assignments (2)
- Completed Assignments (26)

# Reviewer Basics

## Pending Assignments folder

### Pending Reviewer Assignments for Seb Atay

Page: 1 of 1 (2 total assignments)

Displ

<b>Action</b>	<b>My Reviewer Number</b>	<b>Manuscript Number</b>	<b>Article Type</b>	<b>Article Title</b>	<b>Current Status</b>	<b>Date Reviewer Invited</b>	<b>D</b>
<a href="#">View Submission</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	DEMOSA140-D-17-00003	Rapid Communication	Reviewer Experience Demonstration Manuscript	Under Review	Dec 14 2017 10:05AM	D
<a href="#">View Submission</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	DEMOSA122-D-16-00005	Rapid Communication 2	Test Paper no. 57	With Editor	Nov 23 2017 7:10AM	N

# Reviewer Basics

## Reviewer Main Menu

### Reviewer Main Menu

[My Review History](#)

#### Review Assignments

[New Reviewer Invitations \(0\)](#)

[Pending Assignments \(2\)](#)

[Completed Assignments \(2\)](#)

# Reviewer Basics

## Completed Assignments folder

### Completed Reviewer Assignments for Seb Atay

Page: 1 of 1 (2 total assignments)

Action ▲	My Reviewer Number ▲▼	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Current Status ▲▼	Final Decision ▲
<a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a>	1	DEMOSA130-D-16-00009	Commentary	RR workflow test - STAGE TWO	Accept	
<a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a>	1	DEMOSA130-D-16-00008	Rapid Communication	RR workflow test - STAGE ONE	Completed Reject	Rej

Page: 1 of 1 (2 total assignments)

<< Reviewer Main Menu



A brown rabbit is sitting in a field of green clover. The rabbit is looking towards the right of the frame. The background is a soft-focus field of green plants.

# Review Experience Basics

Questions?



# Configuration

Registration and Letters (aka Emails)

# Reviewer Basics

## Expedited Registration

### PolicyManager Main Menu

---

[Expand All](#)

[Collapse All](#)

#### [-] **Registration and Login Policies**

[Edit Banner URLs](#)

[Edit Registration Fields](#)

[Edit Registration Instructions](#)

[Create Registration Questions](#)

[Configure Proxy Registration](#)

[Configure Login Page](#)

[Set Classifications and Keywords Deep Link Expiration](#)

[Enable Role Switching](#)

[Configure Expedited Reviewer Login](#)

[Set Duplicate E-mail Address Policy](#)

[Enable Automatic Reviewer Role Assignment](#)

[Edit Other Author Login Instructions](#)

#### [-] **Status Policies**

[Edit Document Statuses](#)

[Change Edit Submission Status](#)



# Reviewer Basics

## PolicyManager—Configure Expedited Reviewer Login

### Configure Expedited Reviewer Login

Checking the box 'Enable Expedited Reviewer Login' allows you to specify which profile information fields must be filled in by Reviewers logging into the system after they have been Proxy Registered by the journal. Requiring a small number of fields (most of which will usually be entered by an Editor during Proxy Registration), will allow the Reviewer to proceed directly to the Reviewer Main Menu (without having to validate his personal contact information) when logging in to the system.

Enable Expedited Reviewer Login

Please select the fields you would like to require Reviewers to fill in when they login after being Proxy Registered by the journal office. If all required fields are populated during the Proxy Registration process, the Reviewer will proceed directly to the Reviewer Main Menu when he logs in. If one or more required fields are not filled in, the Reviewer will be forced to enter the missing fields when he logs in.

Fields in bold text are required by the system and cannot be made Optional by the publication.

- Title
- Given/First Name**
- Middle Name
- Family/Last Name**
- Degree
- Preferred Name
- Telephone Number
- Fax Number
- Secondary Telephone Number
- Secondary Telephone Number is for
- E-mail**
- ISNI
- ORCID
- PubMed Author ID
- Researcher ID
- Scopus Author ID
- Position
- Institution
- Department
- Street Address
- Street Address Line 2
- Street Address Line 3
- Street Address Line 4
- City
- State
- Zip or Postal Code
- Country or Region**
- Address is for (Work, Home, Other)**
- Are you available as a Reviewer?
- Username**
- Password**
- Secondary Given/First Name
- Secondary Family/Last Name
- Secondary Degree
- Secondary Position
- Secondary Institution
- Secondary Department
- Secondary Street Address Line 1
- Secondary Street Address Line 2
- Secondary Street Address Line 3
- Secondary Street Address Line 4
- Secondary City
- Secondary State

If you make Classifications or Keywords required on login following proxy registration, you need to define a minimum number to be entered. You may also define an optional upper limit to be applied at the same time.

	Required (Minimum)	Maximum (None blank for no limit)
Select Personal Classifications	<input checked="" type="checkbox"/> 4	8
Enter Personal Keywords	<input checked="" type="checkbox"/> 1	3



# Reviewer Basics

## *PolicyManager—Configure Expedited Reviewer Login*

### Configure Expedited Reviewer Login

Checking the box 'Enable Expedited Reviewer Login' allows you to specify which people information fields must be filled in by Reviewers logging into the system after they have been Proxy Registered by the journal. Requiring a small number of fields (most of which will ideally be entered by an Editor during Proxy Registration), will allow the Reviewer to proceed directly to the Reviewer Main Menu (without having to validate his personal contact information) when logging in to the system.

Enable Expedited Reviewer Login

Please select the fields you would like to require Reviewers to fill in when they login after being Proxy Registered by the journal office. If all required fields are populated during the Proxy Registration process, the Reviewer will proceed directly to the Reviewer Main Menu when he logs in. If one or more required fields are not filled in, the Reviewer will be forced to enter the missing fields when he logs in.

Fields in bold text are required by the system and cannot be made Optional by the publication.

- Title
- Given/First Name**
- Middle Name
- Family/Last Name**
- Degree



# Configuration—Emails

**PolicyManager Main Menu**

[Expand All](#)   [Collapse All](#)

- Registration and Login Policies**
- Status Policies**
- Submission Policies**
- Questionnaire Policies**
- Additional Data Policies**
- Editor Assignment Policies**
- Suggest Editor Policies**
- Reviewer and Editor Form Policies**
- E-mail and Letter Policies**
  - [Edit Letters](#)
  - [Define Custom Merge Fields](#)
  - [Set "Email From" Address](#)
  - [Manage Preferred Method of Contact Settings](#)
  - [Configure Waiver Request](#)
  - [Configure Email Import](#)
  - [Set Notify Author Blinding Policy](#)
  - [Set Notify Editor Preference](#)

# Configuration—Emails

## Reviewer Assignment Letters

*PolicyManager—Edit Letters*

Reviewer Assignment	Reviewer Invitation	<a href="#">Editorial Board - Reviewer Assigned (Not Invited)</a> <a href="#">Reviewer - Reviewer Assigned (Not Invited)</a>
Reviewer Assignment for Re-opened Review	Reviewer Invitation	<a href="#">Editorial Board - Re-open Review</a> <a href="#">Reviewer - Re-open Review</a>
Reviewer Invitation	Reviewer Invitation	<a href="#">Editorial Board - Reviewer Invited</a> <a href="#">Editorial Board - Promote Alternate Reviewers</a> <a href="#">Reviewer - Reviewer Invited</a> <a href="#">Reviewer - Promote Alternate Reviewers</a>

# Configuration—Emails

## Editing Text

Subject:

[JOURNAL OF SA DEMO] An invitation to review %ARTICLE\_TITLE%

Dear %TITLE% %LAST\_NAME%,

We would like to invite you to review a manuscript for %JOURNALFULLTITLE%. The paper is called "%ARTICLE\_TITLE%".

We believe that your expertise and insight would be a great asset to determining whether or not this paper is of academic merit.

If you would like to review this paper, please click this link: %ACCEPT\_REVIEW\_INVITATION% \*

If you do not wish to review this paper, please click this link: %DECLINE\_REVIEW\_INVITATION% \*

The manuscript reference is %MS\_NUMBER%.

If possible, I would appreciate receiving your review in %REVIEW\_DAYS\_TO\_REVIEW% days. You may submit your comments online at the above URL. There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed.

With kind regards

%EDITOR\_NAME%

%EDITOR\_ROLE%

%JOURNALFULLTITLE%



# Configuration—Emails

## System Merge Fields

Letter Body:

[Insert Custom Merge Field](#) | [Insert System Merge Field](#)

T\_NAME%,

e you to review a manuscript for %JOURNALFULLTITLE%. The paper is called "%ARTICLE\_TITLE%".

expertise and insight would be a great asset to determine if your

view this paper, please click this link: %ACCEPT\_REVIEW%.

review this paper, please click this link: %DECLINE\_REVIEW%.

%MS\_NUMBER%

### Insert System Merge Fields

You can drag and drop merge fields from here to the letter Subject or Body. ([more...](#))

[Expand All](#) | [Collapse All](#)

- + %ABSTRACT%
- + %ACCEPT\_EDITOR\_INVITATION%
- + %ACCEPT\_INVITATION%
- + %ACCEPT\_REVIEW\_INVITATION%
- + %ACCEPT\_REVIEW\_INVITATION\_AND\_VIEW\_REVIEWER\_PDF%
- + %ACTUAL\_TRANSFER\_PUBLICATION\_TITLE%
- + %ADDRESS%
- + %ADDRESS1%
- + %ADDRESS2%
- + %ADDRESS3%
- + %ADDRESS4%
- + %AGREE\_TO\_TRANSFER%

# Configuration—Emails

## System Merge Fields

**Insert System Merge Fields** [X]

You can drag and drop merge fields from here to the letter Subject or Body. [\(more...\)](#)

title [X] [Expand All](#) | [Collapse All](#)

- + %ACTUAL\_TRANSFER\_PUBLICATION\_TITLE%
- + %ARTICLE\_SHORT\_TITLE%
- + %ARTICLE\_TITLE%  
Full title of the manuscript
- + %CONFERENCE\_SUBMISSION\_BOOK\_TITLE%
- + %CORR\_ED\_TITLE%

# Configuration—Emails

## System Merge Fields

Letter Body: [insert custom merge field](#) | [insert system merge field](#)

Dear %TITLE% %LAST\_NAME%,

You have been assigned to review a manuscript for %JOURNAL\_FULL\_TITLE%.

I would be grateful if you would review a paper entitled "%ARTICLE\_TITLE%" for this journal.

This is the abstract:  
%ABSTRACT%

In order to review this paper, please click this link: %PENDING\_ASSIGNMENTS\_DEEP\_LINK% \*

If the above link does not work, please go to %JOURNAL\_URL%. Your User Name is %USERNAME% and your password: %PASSWORD%.

The manuscript reference is %MS\_NUMBER%.

If possible, I would appreciate receiving your review by %REVIEW\_DUE\_DATE% (IF JOURNAL IS IN 'INVITATION MODE'). If possible, I would appreciate receiving your review in %REVIEW\_DAYS\_TO\_REVIEW% days (IF JOURNAL IS IN 'AGREED MODE'). You may submit your comments online at the above URL. There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed.

With kind regards

## Customize Reviewer Assignment Letter

Carol Anne Meyer  
(REVIEWER)

From:	"Author Demo" <trashjo@ariessys.com>
To:	<a href="#">Carol Anne Meyer</a>
Letter Purpose:	Reviewer Assignment
Letter Subject:	<input type="text" value="Reviewer Assignment for Women in Industry: A Study in American Economic"/>
<small>The Editors assigned to the current version of the submission are shown below. Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank boxes next to cc: or bcc below. Multiple e-mail addresses can be included, separated by semicolons (;).</small>	
cc: bcc:	Editors Assigned to Manuscript
<input type="checkbox"/> <input type="checkbox"/>	<a href="#">Edna Editor (Editor)</a>
cc:	<input type="text"/>
bcc:	<input type="text"/>
Letter Body:	<input type="button" value="Insert Special Character"/> <input type="button" value="Open in New Window"/>
<div style="border: 1px solid #ccc; padding: 5px;"><p>Dear Ms Meyer,</p><p>You have been assigned to review a manuscript for AUTHOR DEMO 14 1</p><p>I would be grateful if you would review a paper entitled "Women in Industry: A Study in American Economic History" for this journal.</p><p>This is the abstract: The work of women for wages under a competitive organization of industry presents a problem of compelling interest. Women have, of course, always worked. The invention of the processes essential to orderly and secure group life was the contribution of primitive women.</p><p>In order to review this paper, please click this link: %PENDING_ASSIGNMENTS_DEEP_LINK% *</p><p>If the above link does not work, please go to <a href="https://authordemo141.editorialmanager.com/">https://authordemo141.editorialmanager.com/</a>. Your User Name is %USERNAME% and your password: %PASSWORD%.</p><p>The manuscript reference is AUTHORDEMO141-D-18-00002.</p></div>	

# Configuration—Emails

## Reviewer Management Emails

### *Edit Letters*

Reviewer Changed Due Date Confirmation	General	<a href="#">Editorial Board - Review Due Date Changed</a> <a href="#">Reviewer - Review Due Date Changed</a>	<input checked="" type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
Reviewer Instructions and Due Date	General	<a href="#">Editorial Board - Reviewer Agree</a> <a href="#">Reviewer - Reviewer Agree</a>	<input checked="" type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
Reviewer Invitation Declined	General	<a href="#">Editorial Board - Reviewer Decline</a> <a href="#">Reviewer - Reviewer Decline</a>	<input checked="" type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
Reviewer Thank You	General	<a href="#">Editorial Board - Review Assignment Completed</a> <a href="#">Reviewer - Review Assignment Completed</a>	<input checked="" type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>
Reviewer Uninvited Notice	General	<a href="#">Editorial Board - Un-invite Reviewers Before Agreeing to Review</a> <a href="#">Editorial Board - Un-assign Reviewers After Agreeing to Review</a> <a href="#">Reviewer - Un-invite Reviewers Before Agreeing to Review</a> <a href="#">Reviewer - Un-assign Reviewers After Agreeing to Review</a>	<input checked="" type="radio"/>	<a href="#">Edit</a>	<input type="radio"/>	<a href="#">Edit</a>	<a href="#">Remove</a>   <a href="#">Hide</a>

# Configuration—Emails

Subject:

Thank you for agreeing to review

Dear %TITLE% %LAST\_NAME%,

Thank you for agreeing to review manuscript %MS\_NUMBER% for %JOURNALFULLTITLE%.

I would be grateful if you would review a paper entitled "%ARTICLE\_TITLE%" for this journal.

To download the paper now, please click this link: %VIEW\_REVIEWER\_PDF% \*

If possible, I would appreciate receiving your review by %REVIEW\_DUE\_DATE%.

You may submit your comments online at %JOURNAL\_URL%.

You can also submit your comments using this link: %REVIEWER\_RECOMMENDATION\_DEEP\_LINK%

There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed.

With kind regards

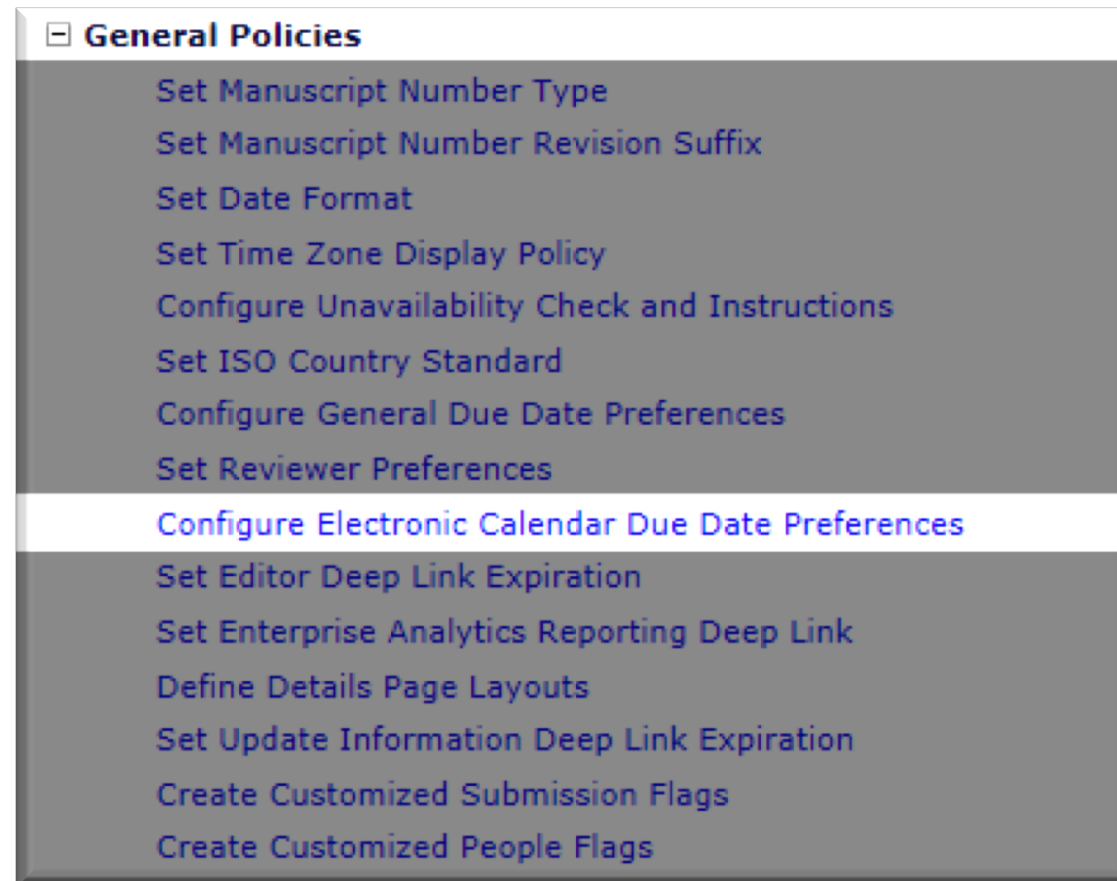
%EDITOR\_NAME%

%EDITOR\_ROLE%

# Configuration—Emails

## Electronic Calendars

*PolicyManager*



# Configuration—Emails

## Electronic Calendars

### Electronic Calendar Due Date Configuration

Letters can be triggered at the following points related to due dates. Select the trigger points for which an electronic calendar event should be attached to the responsible person's e-mail notification. When the user clicks the attachment, the due date will be added as an all day event to his or her local electronic calendar (for calendar programs which recognize the iCalendar file format - e.g. Outlook, iCal, Google Calendar).

Note: In order to use this feature, letters must be also be configured to be sent at the appropriate juncture.

Cancel Submit

- Author Agrees to Submit Invited Paper (*calendar event recipient: Author*)
- Invited Paper Due Date Changed (*calendar event recipient: Author\**)
- Author is Notified of a Revise Decision (*calendar event recipient: Author*)
- Revision Due Date is Changed (*calendar event recipient: Author\**)
- Author Declines to Revise (*calendar event recipient: Author\**)
- Declined Revision is Reinstated (*calendar event recipient: Author*)
- Reviewer Agrees to Review (*calendar event recipient: Reviewer*)
- Reviewer Assigned (*calendar event recipient: Reviewer*)
- Review Due Date Changed (*calendar event recipient: Reviewer\**)
- Reviewer Uninvited/Unassigned (*calendar event recipient: Reviewer\**)
- Review Assignment Terminated (*calendar event recipient: Reviewer\**)

\*These calendar modifications will only be sent if the original calendar entry was sent to the recipient. (e.g. A due date change attachment is only sent if the recipient first received the assignment attachment)



# Configuration—Emails

## Deep Link Expiration

*PolicyManager*

### **Reviewer Recommendation Policies**

Edit Reviewer Recommendation Terms

Create/Edit Custom Review Questions

Create/Edit Review Forms

Match Review Forms to Article Types and Reviewer Roles

Set Pending Assignments Deep Link Expiration

Set Reviewer Recommendation Deep Link Expiration

# Configuration—Emails

## Deep Link Expiration

### Set Reviewer Recommendation Deep Link Expiration

To set the expiration policy for the %REVIEWER\_RECOMMENDATION\_DEEP\_LINK%, select an option below and enter the desired number of clicks or days. If both options are selected, the link will expire as soon as the first criteria is met. To keep the link active indefinitely, do not select either option.

- Expire link after  clicks
- Expire link after  days

Cancel

Submit

# Configuration—Emails

## Set “Email From” Address

*PolicyManager*

[-] **E-mail and Letter Policies**

Edit Letters

Define Custom Merge Fields

Set "Email From" Address

Manage Preferred Method of Contact Settings

Configure Waiver Request

Configure Email Import

Set Notify Author Blinding Policy

Set Notify Editor Preference

# Configuration—Emails

## Set “Email From” Address

### Set "E-mail From" Address

All e-mail messages generated by Editorial Manager or Preprint Manager - Production Tracking need an e-mail address to indicate who sent the message. The sender's email address is configured on individual letter templates.

You may customize the 'E-mail From' name that appears on the message. This is also the name displayed in the 'Reply To' field if the recipient responds to the message. For example, if you want 'The Journal' to appear in the 'E-mail From' field on the message, the address must be entered in the following format:

"The Journal" <editorialoffice@thejournal.com>

If you want the e-mail address to appear in the 'E-mail From' field on the message, simply enter the e-mail address:

editorialoffice@thejournal.com

Letters generated by Editorial Manager may be configured to use the Editorial "E-mail From" Address as the sender of the message. In addition, many system-generated e-mails will use this address as the primary contact address for the publication.

Letters generated by Preprint Manager - Production Tracking may be configured to use the Production "E-mail From" Address as the sender for letters in the Production or Production Reminder families.

Letters sent when an Author's waiver request is granted or denied may be configured to use the Waiver "E-Mail From" Address.

**Editorial "E-mail From" Address:** "Journal of Demonstration" <sebastian.ataj>

**Production "E-mail From" Address:** satay@ariessys.com

**Waiver "E-mail From" Address:** "Journal of Demonstration" <trash1@ariess>



# Emails—Editor View

**Select Reviewers - Confirm Selection and Customize Letters**  
**Submission DEMOSA140-D-17-00003**  
**Amazing Author**  
**"Reviewer Experience Demonstration Manuscript"**

You have selected the following people as potential Reviewers ([more...](#))

**Reviewers to Invite**

Name	Letter	Days to Review	Do Not Invite
<a href="#">Sebastian Atay</a> (Reviewer)	Reviewer Invitation <a href="#">Customize</a>	7	<input type="checkbox"/>



# Configuration—Emails Proxy Registration

ROLEMANAGER ACTIONMANAGER POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP Role:Managing Editor Username: mary121

### ActionManager

Registration

Event	Author Letters
New User Registers	Welcome
Forgot Username or Password	Send Username and Password
Forced Username Change	NONE
Merged Duplicate Users	Merge Duplicate User Notice
User is Made Inactive	NONE
Proxy Register New User	Proxy Registration Notice to Registrant



# Configuration—Emails

## Proxy Registration Notice to Registrant

### PolicyManager

#### Edit Letters

To create a new letter, click 'Add New Letter'. To edit an existing letter click the 'Edit' link next to the letter title. [\(more...\)](#)

[Back to PolicyManager](#)

Add New Letter

Save Changes

Edit Image Files for Letters

Letter Purpose ▲▼	Letter Family Group by: ▲▼	ActionManager Roles and Events	Letter Format		All Formats
			Text	Rich Text (HTML)	
PDF Reverted by Editor	General	Associate Editor - Revert Edited Submission Editor in Chief - Revert Edited Submission Managing Editor - Revert Edited Submission	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proxy Registration Notice to Registrant	General	Author - Proxy Register New User	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Publisher Notification of Accepted Conf. Abst.	General	Publisher - Final Disposition - Accept and Transmit Conference Submission	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Publisher Notification of Accepted Manuscript	General	Publisher - Final Disposition - Accept on Submission Publisher - Final Disposition - Accept	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reviewer Changed Due Date Confirmation	General	Editorial Board - Review Due Date Changed Reviewer - Review Due Date Changed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



# Configuration—Emails Proxy Registration Notice to Registrant

Dear %TITLE% %LAST\_NAME%,

You have been registered for the Editorial Manager online submission and peer review tracking system for %JOURNALFULLTITLE%. You may have been registered for one of the following reasons:

- The editor would like you to review a submission (you will receive a separate review invitation)
- You authored a submission that was received outside of this submission system

Here is your username and confidential password, which you need to access the Editorial Manager at %JOURNAL\_URL%.

Username: %USERNAME%  
Password: %PASSWORD%

Please save this information in a safe place.

You can change your password and other personal information by logging into the %JOURNALFULLTITLE% website and clicking on the Update My Information link on the menu.

Best regards,

%JOURNALFULLTITLE%





# Configuration—Registration and Letters

Questions?

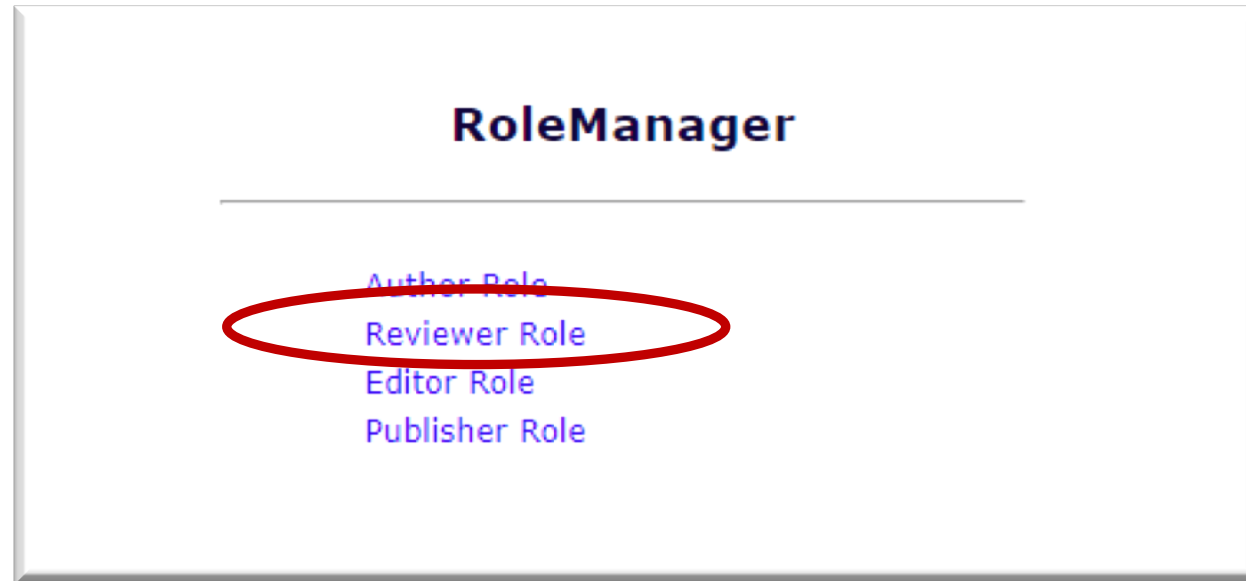
# Configuration

*RoleManager* Permissions



# Configuration—Permissions

## *RoleManager*



# Configuration—Permissions

## *RoleManager*

### **RoleManager**

Listed below are the roles that are currently defined for Reviewers. You may Add new roles or Remove or Edit existing roles. You can also create a new Reviewer Role by copying an existing role. When you Copy a Reviewer Role, all options in Reviewer RoleManager and related configuration options (e.g. Review Forms, Manuscript Rating Questions, ActionManager letters, etc.) are carried over to the new role. Be sure to enter a unique Role Name and make sure all settings pertaining to the new role are correct, as the new role will be available for selection on pages where Reviewer Roles are displayed as soon as the Edit Role Definition page is submitted.

Reviewer [Remove](#) [Edit](#) [Copy](#)

Add

# Configuration—Permissions

## RoleManager

### Edit Role Definition

Role Name:\*   
*Maximum Role name is 40 characters.*

Check the functions that this role is permitted to perform.

---

[Expand All](#)   [Collapse All](#)

- Permissions for New Reviewer Invitations**
- Permissions for Pending Assignments and Completed Assignments**
- Permissions for Completed Assignments Only**
- General Permissions (Applicable to All Reviewer Pages)**

# Configuration—Permissions

## New Reviewer Invitations

*RoleManager*

**Permissions for New Reviewer Invitations**



- View Abstract Text
- Download Manuscript (Reviewer PDF)
- Download Submission Item
- View Corresponding Author and Affiliation
- View All Authors and Their Affiliations
- View Keywords
- View Document Classifications

# Configuration—Permissions

## Pending and Completed Assignments

*RoleManager*

**Permissions for Pending Assignments and Completed Assignments**

- View Status History
- View Correspondence History
- View Corresponding Author
- View Similarity Check Results
- View checkCIF Results
- View Bibliometric Intelligence Results
-  View Reference Checking Results
-  Upload Attachments on Reviewer Recommendation page

# Configuration—Permissions

## Completed Assignments

*RoleManager*

**Permissions for Completed Assignments Only**

View Final Disposition

View Un-Blinded Comments



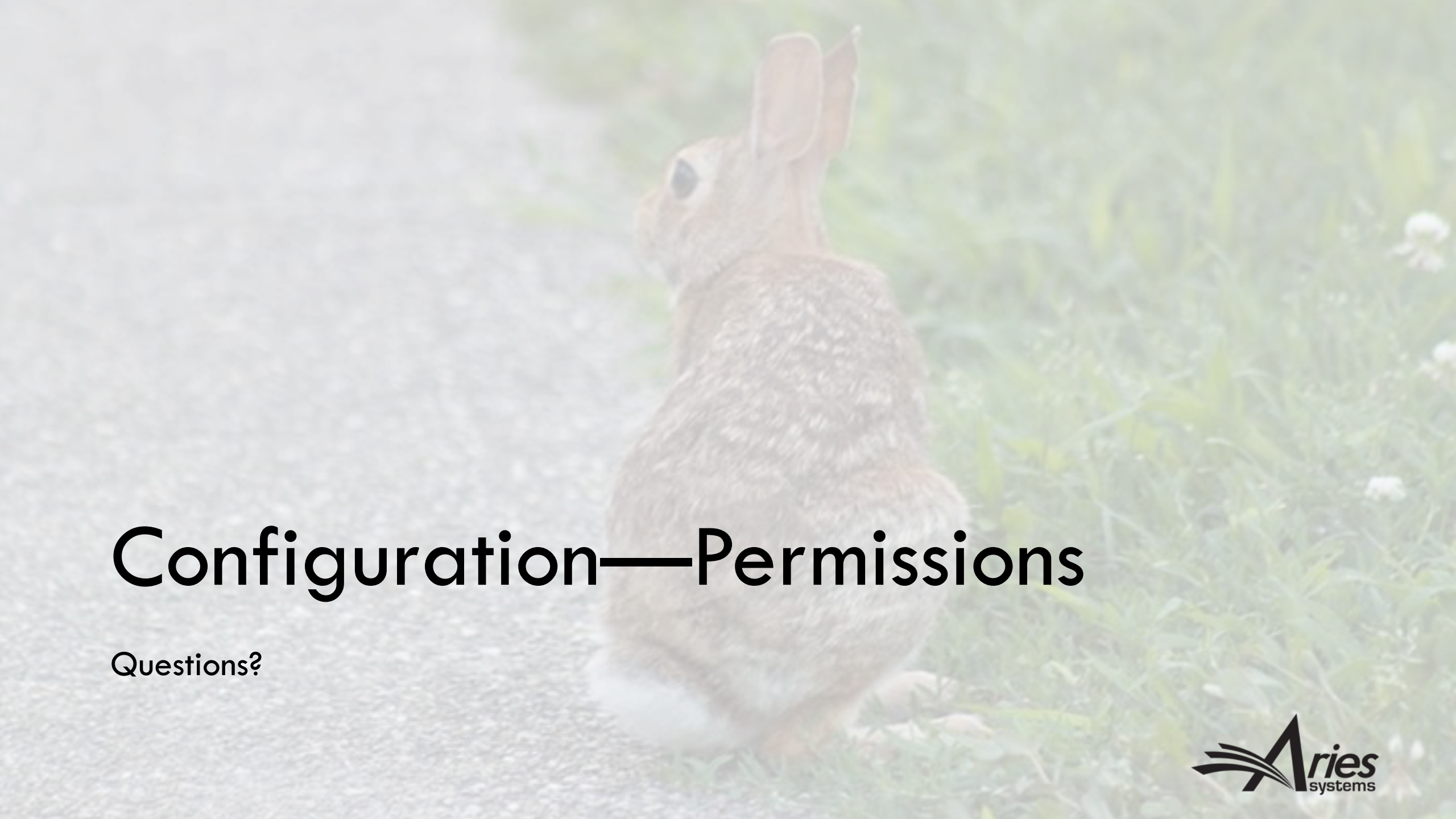
# Configuration—Permissions

## General Permissions

*RoleManager*

### General Permissions (Applicable to All Reviewer Pages)

- View Manuscript Number
- View Article Type
- View Article Title
- View Status Date
- View Current Status
- View Assigning Editor
- View Author Decision Letter
  - View Unblinded Version
  - View Blinded Version
- View Un-Blinded Reviews for Open Peer Review
- View Other Reviewer's Comments to Author
- View Other Reviewer's Comments to Editor
- View Author's Response to Reviewer Comments
- View Reviewer's Own Review History
- Send Ad Hoc E-mail
- Search Similar Articles in MEDLINE
- Search Author Publications in MEDLINE

A brown rabbit is sitting on a paved path, looking towards the left. The background is a grassy area with some white flowers. The image is slightly faded to allow text to be overlaid.

# Configuration—Permissions

Questions?

# Gathering Information

- Bibliographic Searching
- Similarity Check
- StatReviewer

# Bibliographic Searching

- Reviewers can search major databases.
- A few of many examples
  - Google and Google Scholar
  - HighWire
  - arXiv
  - PubMed
  - JSTOR
- Editorial Manager constructs searches
  - Author names
  - Keywords
  - Manuscript titles
  - Classifications

*Octandria*

*Enneandria*

*Decandria*

*Dodecandria*

*Jacqandria*

*Polyandria*

*Didynamia*

*Tetradynamia*

*Monadelphica*

The logo for Aries systems, featuring the word "Aries" in a large, stylized font with three curved lines above it, and the word "systems" in a smaller, sans-serif font below it.

# Bibliographic Searching

## *Pending Assignments Folder*

Pending Reviewer Assignments for Amy Analyst

Page: 1 of 1 (2 total assignments)

Action ▲	My Reviewer Number ▲▼	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼
<a href="#">View Submission</a> <a href="#">History</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Google Scholar Title Search</a> <a href="#">PubMed Keywords</a> <a href="#">Search Google for Title</a> <a href="#">PubMed All Authors and Title Search</a> <a href="#">JSTOR</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	DEMOCAM141-D-17-00013	Original Study	The Education of a Computer
<a href="#">View Submission</a> <a href="#">History</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Google Scholar Title Search</a> <a href="#">PubMed Keywords</a> <a href="#">Search Google for Title</a> <a href="#">PubMed All Authors and Title Search</a> <a href="#">JSTOR</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	DEMOCAM140-D-17-00004	Original Study	Test of Reviewer Assignment letter deep links

Page: 1 of 1 (2 total assignments)

# Bibliographic Searching

## Pending Assignments Folder

View Submission  
History  
Similar Articles in MEDLINE  
Google Scholar Title Search  
PubMed Keywords  
Search Google for Author  
Search Google for Title  
PubMed All Authors and Title Search  
JSTOR  
Submit Recommendation  
Send E-mail

The image displays three screenshots of search engine results, each with a red arrow pointing from the text box to it. The top screenshot is a Google search for "Admiral Grace Murray Hopper", showing a Wikipedia entry and a profile page. The middle screenshot is a Google search for "The Education of a Computer", showing a list of articles and videos. The bottom screenshot is a JSTOR search for "The Education of a Computer", showing a list of search results with filters for content type and publication date.

# Similarity Check

aka

**iThenticate**

previously known as

**CrossCheck**



# Similarity Check/iThenticate

Pending Reviewer Assignments for Emily Chin

Page: 1 of 1 (2 total assignments)

Action	My Reviewer Number	Manuscript Number
<a href="#">View Submission</a>	2	JOURNALA-D-17
<a href="#">Similarity Check/iThenticate Results (93%)</a>		
<a href="#">View Linked References</a>		
<a href="#">Google Scholar Title Search</a>		
<a href="#">PubMed Classifications</a>		
<a href="#">Google Scholar Author Search</a>		
<a href="#">Submit Recommendation</a>		
<a href="#">Send E-mail</a>		
<a href="#">View Submission</a>	2	JOURNALA-D-17
<a href="#">Similarity Check/iThenticate Results (69%)</a>		
<a href="#">Google Scholar Title Search</a>		
<a href="#">PubMed Classifications</a>		
<a href="#">Google Scholar Author Search</a>		
<a href="#">Submit Recommendation</a>		





JOURNALA-S-17-00149.pdf

BY JOHN BLACKSTONE

Quotes Excluded  
Bibliography Excluded

93%  
SIMILAR

**7** JOURNAL A  
The finite propagation of speed of sound waves  
--Manuscript Draft--

Manuscript Number:	
Full Title:	The finite propagation of speed of sound waves
Abstract:	

Match Overview

- 1** **Crossref** 248 words  
Kostykin, Vadim, J rgen Potthoff, and Robert Schrader ...  
"Finite propagation speed for solutions of the wave equation" 49%
- 2** **Internet** 105 words  
crawled on 29-Aug-2017  
[edocs.fu-berlin.de](https://edocs.fu-berlin.de) 21%
- 3** **Internet** 34 words  
crawled on 28-Jul-2017  
[documents.mx](https://documents.mx) 7%
- 4** **Crossref** 28 words  
Olivier Faugeras. "Absolute Stability and Complete Synchronization in a Class of Neural Fields Models", SIAM Journal on Applied Mathematics 6%
- 5** **Internet** 24 words  
crawled on 24-Mar-2016  
[tareksobh.net](https://tareksobh.net) 5%





# Similarity Check/iThenticate Configuration *PolicyManager*



# Similarity Check/iThenticate Configuration

*RoleManager*

**Permissions for Pending Assignments and Completed Assignments**

- View Status History
- View Correspondence History
- View Corresponding Author
- View Similarity Check Results
- View checkCIF Results
- View Bibliometric Intelligence Results
-  View Reference Checking Results
-  Upload Attachments on Reviewer Recommendation page

StatReviewer

stat re**v**iewer



# stat reviewer

- An automated review of statistical and reporting integrity for scientific manuscripts.
- Manuscripts are scanned and a PDF report is generated.
- The report will either resemble an actual peer review, or checklist, depending on the guidelines specified by the journal.
- Can be used on every manuscript to ensure consistent integrity, or used only when needed.
- MS can checked against reporting guidelines, e.g. CONSORT 2010, STROBE, STARD, ARRIVE, The Uniform Requirements for Medical Journals.



**Select Reviewers - Confirm Selection and Customize Letters**  
**Submission DMITRIDEV131-D-16-00053**  
**Ed J Editor, MD**  
**"test from testweb on 10-11-2016"**

You have selected the following people as potential Reviewers ([more...](#))

**Reviewers to Invite**

Name	Letter	Days to Review	Do Not Invite
<a href="#">Roger Reviewer</a> (Reviewer)	Invite Reviewer 2 <input type="button" value="Customize"/>	15	<input type="checkbox"/>

**StatReviewer Results**

Display StatReviewer Results to Reviewers - [View StatReviewer Results](#)





Pending Reviewer Assignments for Roger Reviewer

Page: 1 of 1 (1 total assignments)

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title
<a href="#">View Submission</a> <a href="#">StatReviewer Results</a> <a href="#">History</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Google Scholar - Title</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	CAROLINEDEV131-D-16-00046	15.0-19 Article	carolin

Page: 1 of 1 (1 total assignments)





## StatReviewer Results

DMITRIDEV130-D-16-00010  
"Test"

All reports returned by the StatReviewer tool are listed below. Click "Download" next to any completed reports to download a PDF of the results file.

Close

### Reports

Report ID	Guideline	Date Created	Revision	Actions
114	Consort - Author	Jul 18 2017	1	<a href="#">Download</a>
112	STARD - Reviewer	Jul 18 2017	1	<a href="#">Download</a>
104	Consort - Author	Jul 12 2017	0	<a href="#">Download</a>
102	STARD - Reviewer	Jul 12 2017	0	<a href="#">Download</a>
101	STARD - Author	Jul 12 2017	0	<a href="#">Download</a>

Close



A brown rabbit with white underparts is the central focus, sitting in a field of green plants. The background is a soft-focus green field.

# Gathering Information


Questions?

# Submitting a Recommendation

Review Forms aka Reviewer Forms



# Review Forms

Message  Review\_Due.ics (631 B)

Action Items + Get m

Dear Mx. Atay,

Thank you for agreeing to review manuscript DEMOSA140-D-17-00003 for SA Demo 14.0.

I would be grateful if you would review a paper entitled "Reviewer Experience Demonstration Manuscript" for this journal.

To download the paper now, please click this link: <http://demosa140.edmgr.com/l.asp?i=140&l=ROKFTDFE> \*

If possible, I would appreciate receiving your review by Dec 21 2017 11:59PM.

You may submit your comments online at <http://demosa140.edmgr.com/>.

You can also submit your comments using this link: <http://demosa140.edmgr.com/l.asp?i=142&l=RB5G57OQ>

There you will find spaces for confidential comments to the editor, comments for the author and a report form to be completed.

With kind regards

Dirk Strider  
Editor in Chief  
SA Demo 14.0

# Content Slide

- Text
- Text

# Review Forms

Pending Reviewer Assignments for Seb Atay

Page: 1 of 1 (2 total assignments)

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	C S
<a href="#">View Submission</a> <a href="#">Similar Articles in MEDLINE</a> <b><a href="#">Submit Recommendation</a></b> <a href="#">Send E-mail</a>	1	DEMOSA140-D-17-00003	Rapid Communication	Reviewer Experience Demonstration Manuscript	U
<a href="#">View Submission</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	DEMOSA122-D-16-00005	Rapid Communication 2	Test Paper no. 57	W

Page: 1 of 1 (2 total assignments)

# Review Forms

Reviewer Recommendation and Comments for Manuscript Number DEMOSA122-D-16-00003

Test paper no. 55

Original Submission  
Seb Atay (Reviewer 1)

Recommendation:  Overall Manuscript Rating (1-100):

[Logout of Editorial Manager](#)

[Save & Submit Later](#)

[Upload Reviewer Attachments](#)

[Proof & Print](#)

[Proceed](#)

[Reviewer Instructions](#)

# Review Forms Recommendation

Reviewer Recommendation and Comments for Manuscript Number DEMOSA140-D-17-00003

Reviewer Experience Demonstration Manuscript

Original Submission  
Seb Atay (Reviewer 1)

Recommendation:  Overall Manuscript Rating (1-100):

# Review Forms

## Review Questions

Reviewer Instructions

### Review Questions

\*Is the methodology adequately described? (Limit 7 to 200 Characters) [\[Instructions\]](#)

[Insert Special Character](#)

Yes/No

Character Count: 6

\*Is this paper adequately cited?

### Manuscript Rating

These instructions are customizable by the journal.

\*The subject addressed in this article is worthy of investigation.

N/A 1 2 3

\*The information presented was new.

N/A 1 2 3 4 5

\*The conclusions were supported by the data.

N/A 1 2 3 4 5 6 7 8 9 10



# Review Forms

## Reviewer Comments

### Reviewer Blind Comments to Author

[Insert Special Character](#) [Open in New Window](#)

### Reviewer Confidential Comments to Editor

[Insert Special Character](#) [Open in New Window](#)

Is there a financial or other conflict of interest between your work and that of the authors?

YES \_\_\_ NO \_\_\_

Please give a frank account of the strengths and weaknesses of the article:

# Review Forms Transfer Permission

## Transfer Authorization

[\[Instructions\]](#)

\* If this submission is transferred to another publication, do we have your consent to include your identifying information?

Please Select Response  Yes  No

\* If this submission is transferred to another publication, do we have your consent to include your review?

Please Select Response  Yes  No

[Logout of Editorial Manager](#)

[Save & Submit Later](#)

[Upload Reviewer Attachments](#)

[Proof & Print](#)

[Proceed](#)

# Reviewer Attachments

# Reviewer Attachments

- FOR the REVIEWER
- FROM the Reviewer

# Reviewer Attachments

## *FOR the Reviewer*

- Editors can provide attachments as a supplemental file for reviewers
- Deep links for the Reviewer Invitation Letters are available:
  - %ATTACH\_FOR\_REVIEWER\_DEEP\_LINK%
  - %ATTACH\_FOR\_REVIEWER\_DEEP\_LINK\_INSTRUCTIONS

# Reviewer Attachments

## *FROM the Reviewer*

- Reviewers (with permission) may upload supplemental files
- These files are not built into the PDF
- Reviewers will always have access to these files
- Reviewer Attachments be configured to
  - Allow Author Access
  - Allow Reviewer Access (for other reviewers)
- Publications can choose to sanitize Reviewer Attachments

# Attachments

[Logout of Editorial Manager](#)

[Save & Submit Later](#)

[Upload Reviewer Attachments](#)

[Proof & Print](#)

[Proceed](#)

# Attachments

## Upload Reviewer Attachments for Manuscript Number DEMOSA122-D-16-00003 "Test paper no. 55"

Enter a Description, Browse and Attach to select any additional material or annotated information you wish to include in your review.

Description:  [Insert Special Character](#)

File Name:

**No files are attached.**



Description:  [Insert Special Character](#)

File Name:  Status Flow and Truth Table.xls



### Upload Reviewer Attachments for Manuscript Number DEMOSA122-D-16-00003 "Test paper no. 55"

Enter a Description, Browse and Attach to select any additional material or annotated information you wish to include in your review.

Description:  [Insert Special Character](#)

File Name:

#### Attachments:

Action	Description	File Name	Size	Last Modified
<a href="#">Download</a> <a href="#">Remove</a>		Status Flow and Truth Table.xls	43.5 KB	Nov 23 2017 09:17AM

Description:  [Insert Special Character](#)

File Name:  Status Flow and Truth Table.xls



### Upload Reviewer Attachments for Manuscript Number DEMOSA122-D-16-00003 "Test paper no. 55"

Enter a Description, Browse and Attach to select any additional material or annotated information you wish to include in your review.

Description:  [Insert Special Character](#)

File Name:

#### Attachments:

Action	Description	File Name	Size	Last Modified
<a href="#">Download</a> <a href="#">Remove</a>		Status Flow and Truth Table.xls	43.5 KB	Nov 23 2017 09:17AM

A brown rabbit is shown in a field of green grass, eating a piece of grass. The rabbit is the central focus, with its head and front paws visible. The background is a soft-focus field of green grass.

# Reviewer Attachments

Questions?



# Review Forms

Configuration

# Review Forms Configuration

Reviewer Recommendation and Comments for Manuscript Number DEMOSA122-D-16-00003

Test paper no. 55

Original Submission  
Seb Atay (Reviewer 1)

Recommendation: No Recommendation

Overall Manuscript Rating (1-100):

[Logout of Editorial Manager](#)

[Save & Submit Later](#)

[Upload Reviewer Attachments](#)

[Proof & Print](#)

[Proceed](#)

[Reviewer Instructions](#)

# Review Forms—Configuration

## Reviewer Recommendation Terms

### ☐ Reviewer and Editor Form Policies

#### Manuscript Rating Question Configuration

[Edit Manuscript Rating Questions](#)

[Overall Manuscript Rating Question Settings](#)

[Edit Manuscript Rating Instructions](#)

#### Reviewer Recommendation Policies

[Edit Reviewer Recommendation Terms](#)

[Create/Edit Custom Review Questions](#)

[Create/Edit Review Forms](#)

[Match Review Forms to Article Types and Reviewer Roles](#)

[Set Pending Assignments Deep Link Expiration](#)

[Set Reviewer Recommendation Deep Link Expiration](#)

# Review Forms—Configuration

## Reviewer Recommendation Terms

### Edit Reviewer Recommendation Terms

Listed below are the terms used for Reviewer Recommendations. You may Add new terms or Remove or Edit existing terms.

Accept [Edit](#)

Revise [Remove](#) [Edit](#)

Reject [Edit](#)

New Reviewer Recommendation Term:  [Add](#)

# Review Forms—Configuration Reviewer Instructions


Reviewer Recommendation and Comments for Manuscript Number DEMOSA122-D-16-00003

Test paper no. 55

Original Submission  
Seb Atay (Reviewer 1)

Recommendation:  Overall Manuscript Rating (1-100):

[Logout of Editorial Manager](#) [Save & Submit Later](#) [Upload Reviewer Attachments](#) [Proof & Print](#) [Proceed](#)

 [Reviewer Instructions](#)



# Review Forms—Configuration

## Create/Edit Review Forms

### **Reviewer Recommendation Policies**

[Edit Reviewer Recommendation Terms](#)

[Create/Edit Custom Review Questions](#)

[Create/Edit Review Forms](#)

[Match Review Forms to Article Types and Reviewer Roles](#)

[Set Pending Assignments Deep Link Expiration](#)

[Set Reviewer Recommendation Deep Link Expiration](#)

# Review Forms—Configuration

## Create/Edit Review Forms

**Review Form Name:**

**Hide** - When you **Hide** a Reviewer Form, the form will be deactivated  
(not available for use with any Article Types).

**Reviewer Instructions:**

**Display Reviewer Instructions in popup** [Insert Special Character](#)

**Dear Reviewer:**

Please find below some instructions that will help you perform your review of this paper.

You will have been sent the date that your review is due in the 'Reviewer

Reviewer Instructions

Review Questions

\*Is the methodology adequately described? (Limit 7 to 200 Characters) [\[Instructions\]](#)

[Insert Special Character](#)

Yes/No

Character Count: 6

\*Is this paper adequately cited?

Manuscript Rating

These instructions are customizable by the journal.

\*The subject addressed in this article is worthy of investigation.

N/A 1 2 3

\*The information presented was new.

N/A 1 2 3 4 5

\*The conclusions were supported by the data.

N/A 1 2 3 4 5 6 7 8 9 10

# Review Forms—Configuration

## Create/Edit Custom Review Questions

*PolicyManager*

### **Reviewer Recommendation Policies**

[Edit Reviewer Recommendation Terms](#)

[Create/Edit Custom Review Questions](#)

[Create/Edit Review Forms](#)

[Match Review Forms to Article Types and Reviewer Roles](#)

[Set Pending Assignments Deep Link Expiration](#)

[Set Reviewer Recommendation Deep Link Expiration](#)

# Review Forms—Configuration

## Create/Edit Custom Review Questions

### Create Custom Review Questions

Listed below are the custom questions which may be displayed as part of a Review Form.

A question may be removed unless it has been used. If a question has been used but is now obsolete, it may be inactivated by clicking the Edit link and selecting the Hide checkbox. Hidden questions are displayed at the bottom of the list in gray italic text.

To add a new question, click the Add button.

Add

#### Question

Are you willing to review the revision of this manuscript?

*Did you know that you can use HTML to format your question text?*

What are the strengths of this manuscript?

What is the recommended date of latest publication?

How many other peer reviewed paper have been written on this subject?

Please enter a decimal.

Write an essay about this manuscript.

Please select a fruit from the drop-down list below

Please select the highest degree attained by the corresponding author.

From what field is the corresponding author's degree?

What kind of pet do you have? Please between 2 and 4 responses.

Do you have a garden?

How many houseplants do you have?

Do you know the way to Sante Fe?

#### Actions

Edit

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Add



# Review Forms—Configuration

## Create/Edit Custom Review Questions

Cancel Submit

Question: [Insert Special Character](#)

Instructions for Reviewer Response: [Insert Special Character](#)

**Response Type:**

**Minimum Field Length:**

**Maximum Field Length:**

**Default Value for Field:**

- Text
- Text
- Date
- Integer
- Decimal
- Notes
- List
- Yes/No
- Yes/No/NA
- Yes/No/Text

(Must be less than or equal to the Maximum Field Length)

(A value from 1 to 200)

**Minimum Field Length:**   
(Must be less than or equal to the Maximum Field Length)

**Maximum Field Length:**   
(A value from 1 to 200)

**Default Value for Field:**  None  
 Single Value (enter value below)

[Insert Special Character](#)

# Review Forms—Configuration

## Create/Edit Review Forms

### *PolicyManager*

#### **Reviewer Recommendation Policies**

[Edit Reviewer Recommendation Terms](#)

[Create/Edit Custom Review Questions](#)

[Create/Edit Review Forms](#)

[Match Review Forms to Article Types and Reviewer Roles](#)

[Set Pending Assignments Deep Link Expiration](#)

[Set Reviewer Recommendation Deep Link Expiration](#)

# Review Forms—Configuration

## Create/Edit Review Forms

Custom Review Questions

Select Questions

Order	Question	Required for Submission	Visible to Other Reviewers	Visible to Author	Actions
1	Is the methodology adequately described?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>
2	Is this paper adequately cited?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>

Update Item Order



# Review Forms—Configuration

## Create/Edit Review Forms

**Select Custom Review Questions for Review Form**

Custom Review Questions available for use on the Review Form are displayed below. Select the questions you wish to add, and click the 'Add to Form' button to add them to the Review Form. Questions displayed in gray text have already been added to the Form and cannot be selected again.

**Custom Review Questions:**

Select	Description
<input type="checkbox"/>	<i>Is this paper adequately cited?</i>
<input type="checkbox"/>	Reviewer Question 1
<input type="checkbox"/>	Reviewer Question 2
<input type="checkbox"/>	<i>Is the methodology adequately described?</i>

# Review Forms—Configuration

## Create/Edit Review Forms

Custom Review Questions

Select Questions

Order	Question	Required for Submission	Visible to Other Reviewers	Visible to Author	Actions
1	Is the methodology adequately described?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>
2	Is this paper adequately cited?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>
3	Reviewer Question 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>

Update Item Order

Reviewer Instructions

Review Questions

\*Is the methodology adequately described? (Limit 7 to 200 Characters) [\[Instructions\]](#)

[Insert Special Character](#)

Yes/No

Character Count: 6

\*Is this paper adequately cited?

Manuscript Rating

These instructions are customizable by the journal.

\*The subject addressed in this article is worthy of investigation.

N/A 1 2 3

\*The information presented was new.

N/A 1 2 3 4 5

\*The conclusions were supported by the data.

N/A 1 2 3 4 5 6 7 8 9 10

# Review Forms—Configuration

## Edit Manuscript Rating Questions

### [-] Reviewer and Editor Form Policies

#### Manuscript Rating Question Configuration

[Edit Manuscript Rating Questions](#)

[Overall Manuscript Rating Question Settings](#)

[Edit Manuscript Rating Instructions](#)

# Review Forms—Configuration

## Edit Manuscript Rating Questions

### Edit Manuscript Rating Questions

- A ) The subject addressed in this article is worthy of investigation. [Edit](#)
- B ) The information presented was new. [Edit](#)
- C ) The conclusions were supported by the data. [Edit](#)



[Add New Manuscript Rating Question](#)

[Return to PolicyManager](#)

# Review Forms—Configuration

## Edit Manuscript Rating Questions

### Add Manuscript Rating Question

[Insert Special Character](#)

Add Manuscript Rating Question:  ×

*Maximum Manuscript Rating Question length is 256 characters.*

Choose the Manuscript Rating scale for this question:

- 1-3
- 1-5
- 1-10

Cancel

Submit



# Review Forms—Configuration

## Edit Manuscript Rating Questions

### Edit Manuscript Rating Questions

- |                                                                       |             |
|-----------------------------------------------------------------------|-------------|
| A ) The subject addressed in this article is worthy of investigation. | Edit        |
| B ) The information presented was new.                                | Edit        |
| C ) The conclusions were supported by the data.                       | Edit        |
| D ) How good is this rating?                                          | Remove Edit |

Add New Manuscript Rating Question

[Return to PolicyManager](#)

# Review Forms—Configuration

## Match Review Forms to Article Types and Reviewer Roles

*PolicyManager*

### **Reviewer Recommendation Policies**

[Edit Reviewer Recommendation Terms](#)

[Create/Edit Custom Review Questions](#)

[Create/Edit Review Forms](#)

[Match Review Forms to Article Types and Reviewer Roles](#)

[Set Pending Assignments Deep Link Expiration](#)

[Set Reviewer Recommendation Deep Link Expiration](#)



## Review Form and Manuscript Rating Configuration

In the grid below, please specify the Review Form to use for each Article Type / Reviewer Role combination. Checking "Use Manuscript Rating Questions" turns on Manuscript Rating Questions for Reviewers of the specified Article Types. Use the "Select" link to choose which Manuscript Rating Questions to use for the associated Article Type and Reviewer Role.

[Cancel](#) [Submit](#)

[Display Manuscript Rating Question Responses to Author for all Reviewer Roles/Article Types](#)

Article Type	Reviewer Role	Reviewer	Statistical Reviewer
Original Study		<input type="text" value="New: Default Review Form"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input checked="" type="checkbox"/> Display Responses to Author <input type="text" value="Revised: Revised Review Form"/>	<input type="text" value="New: Yet a Third Review Form"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input checked="" type="checkbox"/> Display Responses to Author <input type="text" value="Revised: Revised Review Form"/>
Editorial		<input type="text" value="New: Default Review Form"/> <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author <input type="text" value="Revised: Default Review Form"/>	<input type="text" value="New: Default Review Form"/> <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author <input type="text" value="Revised: Default Review Form"/>
Review		<input type="text" value="New: Default Review Form"/> <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author <input type="text" value="Revised: Default Review Form"/>	<input type="text" value="New: Default Review Form"/> <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author <input type="text" value="Revised: Default Review Form"/>
Case Report		<input type="text" value="New: Default Review Form"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author	<input type="text" value="New: Default Review Form"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author

## Review Form and Manuscript Rating Configuration

In the grid below, please specify the Review Form to use for each Article Type / Reviewer Role combination. Checking "Use Manuscript Rating Questions" turns on Manuscript Rating Questions for Reviewers of the specified Article Types. Use the "Select" link to choose which Manuscript Rating Questions to use for the associated Article Type and Reviewer Role.

Cancel Submit

Display Manuscript Rating Question Responses to Author for all Reviewer Roles/Article Types

Reviewer Role Article Type	Reviewer	Editorial Board
<b>Rapid Communication</b>	New: <input type="text" value="Default Review Form"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: <input type="text" value="Default Review Form"/>	New: <input type="text" value="Default Review Form"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: <input type="text" value="Default Review Form"/>
<b>Rapid Communication 2</b>	New: <input type="text" value="Default Review Form"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: <input type="text" value="Default Review Form"/>	New: <input type="text" value="Default Review Form"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: <input type="text" value="Default Review Form"/>
<b>Rapid Classification</b>	New: <input type="text" value="Default Review Form"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: <input type="text" value="Default Review Form"/>	New: <input type="text" value="Default Review Form"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: <input type="text" value="Default Review Form"/>
<b>Original Study</b>	New: <input type="text" value="Default Review Form"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: <input type="text" value="Default Review Form"/>	New: <input type="text" value="Editorial Board Review Form"/> <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: <input type="text" value="Default Review Form"/>

# Review Forms—Configuration

## Manuscript Rating Questions

### Reviewer Manuscript Rating Questions Rapid Communication 2 / Reviewer

Check the boxes to include the questions in Manuscript Ratings for this Article Type/Reviewer Role. Reviewers are presented with these questions when submitting their review. You may change the order of the question display for Reviewers by renumbering the boxes in the Order column. You can also specify whether answering the question is Optional or Required. If a question is Required, the Reviewer will not be permitted to submit a recommendation without first answering the question.

[Select All](#)

Select	Order	Manuscript Rating Question	Answering the Question is:	
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	A) The subject addressed in this article is worthy of investigation.	<input checked="" type="radio"/> Required	<input type="radio"/> Optional
<input checked="" type="checkbox"/>	<input type="text" value="2"/>	B) The information presented was new.	<input checked="" type="radio"/> Required	<input type="radio"/> Optional
<input checked="" type="checkbox"/>	<input type="text" value="3"/>	C) The conclusions were supported by the data.	<input checked="" type="radio"/> Required	<input type="radio"/> Optional
<input type="checkbox"/>	<input type="text"/>	D) How good is this rating?	<input checked="" type="radio"/> Required	<input type="radio"/> Optional

[Apply these Questions to All Reviewer Role / Article Types](#)

[Cancel](#)

[Submit](#)

A photograph of a brown rabbit sitting in a field of green grass. The rabbit is facing right and has its ears perked up. The background is a soft-focus field of grass and some green plants.

# Review Forms

Questions?

A chipmunk with brown and white stripes is sitting on a grey rock. The background is a blurred natural setting with some green plants.

# Submitting a Recommendation

Questions?

# What can a Reviewer do After submitting a review?

- Participate in Reviewer Consultation Discussions
- View Completed Reviews and Decision Letters

A photograph of three birds perched on a white birdhouse. The bird on the left has a reddish-brown head and a grey body with dark streaks. The bird in the middle is a blue-headed vireo with a blue head and a reddish-brown breast. The bird on the right is a grey-headed vireo with a grey head and a reddish-brown breast. The birdhouse is white with a blue rectangular label on top. The background is a soft, out-of-focus green and yellow.

# Discussion Forums

# Discussion Forums

- Reviewer Consultation Discussions
- Can be initiated automatically



# Discussion Forums

**Editor in Chief Main Menu**

## Submissions With:

0 Reviews Complete	1 Reviews Complete	2 Reviews Complete	3 Reviews Complete	4 Reviews Complete
1	0	0	0	0

## Search

[Search Submissions](#) | [Search People](#)

## Editor 'To-Do' List

My Pending Assignments (2)

New Invitations (0)

New Assignments (0)

Submissions with Required Reviews Complete (0)

 Submissions Requiring Additional Reviewers (1)

 Submissions with Active Discussions (2) **3**

Reviews in Progress (1)

Reviewers Invited - No Response (0)

 Submissions Under Review (1)

# Discussion Forums

*Submissions with Active Discussions folder*

**Discussions for Manuscript Number: DEMOCAM141-D-18-00005**

**Abby Author**

**"The Red Cross in Peace and War"**

Action ▲	Topic ▲ ▼	Type ▲ ▼	Last Post Date ▲ ▼	Posted By ▲ ▼	Discussion Status ▲ ▼	Date Initiated ▲ ▼	Initiated By ▲ ▼	Initial Participant
<a href="#">View</a> 1	Reviewer Consultation	Reviewer Consultation	Jun 14, 2018	mary mary	Open	Jun 14, 2018	mary mary	
<a href="#">View</a> 1	Discussion on Red Cross Manuscript	Editor Consultation	Jun 14, 2018	mary mary	Open	Jun 14, 2018	mary mary	

# Discussion Forums

## Reviewer Consultation Discussion

- Re
- Re

Discussion for Manuscript Number: DEMOCAM141-D-18-00005  
 Abby Author  
 "The Red Cross in Peace and War"

[Close](#)

[Participant Summary](#) [View Submission](#) [File Inventory](#) [Add/Edit Submission Flags](#) [Details](#) [🔒](#)

Topic: Reviewer Consultation

Comments: [View/Print All](#)

Participant	Comments	Date
mary mary	This Reviewer Consultation discussion has been initiated automatically.	Jun 14, 2018

[Post](#)

**Editor Participants**

Editor Participant	Role	# Posts	Latest Post	Participant Status	View Reviews and Comments	Download Files	View Draft Decision Letter
Mae Jemison, MD	Editor in Chief	0		Active	✓	✓	✓
mary mary	Managing Editor	1	Jun 14, 2018	Active	✓	✓	✓

**Reviewer Participants**

Reviewer Participant	Role	# Posts	Latest Post	Participant Status	Reviewer Number	Complete Reviews Submitted for Versions	Status of Most Recent Review Assignment
Amy Analyst	Reviewer	0		Inactive	Reviewer 1		RD: Agreed to Review

**Reviewer Participant**

Reviewer Participant	Role
Amy Analyst	Reviewer

**Most Recent Assignment**

Agreed to Review

# Discussion Forums

## *Pending Reviewer Assignments folder*

- No Link to Discussion

Pending Reviewer Assignments for Amy Analyst

Page: 1 of 1 (3 total assignments) Display 10 results per page.

	My Reviewer Number	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Days Until Review Due	Editor's Name
<a href="#">View Submission</a> <a href="#">History</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	DEMOCAM141-D-18-00005	Original Study	The Red Cross in Peace and War	Jun 14, 2018	With Editor	Jun 14, 2018	Jun 14, 2018	Jun 28, 2018	14	Mae Jemison, MD
<a href="#">View Submission</a> <a href="#">History</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	DEMOCAM141-D-17-00013	Original Study	The Education of a Computer	Dec 26, 2017	With Editor	Jun 13, 2018	Jun 13, 2018	Jun 27, 2018	13	Lucretia Mott
<a href="#">View Submission</a> <a href="#">History</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	DEMOCAM140-D-17-00004	Original Study	Test of Reviewer Assignment letter deep links	Apr 25, 2017	Under Review	Jul 19, 2017	Jul 19, 2017	Aug 02, 2017	316 days past due	Susan B. Anthony

Page: 1 of 1 (3 total assignments) Display 10 results per page.

<< Reviewer Main Menu

# Discussion Forums

## *Pending Reviewer Assignments folder*

### Pending Reviewer Assignments for Amy Analyst

Page: 1 of 1 (3 total assignments)

Display 10 results per page.

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Days Until Review Due	Editor's Name
<a href="#">View Submission History</a> <a href="#">Submit Recommendation</a>	1	DEMOCAM141-D-18-00005	Original Study	The Red Cross in Peace and War	Jun 14, 2018	With Editor	Jun 14, 2018	Jun 14, 2018	Jun 28, 2018	14	Mae Jemison, MD
<a href="#">View Submission History</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	DEMOCAM141-D-17-00013	Original Study	The Education of a Computer	Dec 26, 2017	With Editor	Jun 13, 2018	Jun 13, 2018	Jun 27, 2018	13	Lucretia Mott
<a href="#">View Submission History</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	1	DEMOCAM140-D-17-00004	Original Study	Test of Reviewer Assignment letter deep links	Apr 25, 2017	Under Review	Jul 19, 2017	Jul 19, 2017	Aug 02, 2017	316 days past due	Susan B. Anthony

Page: 1 of 1 (3 total assignments)

Display 10 results per page.

<< Reviewer Main Menu

# Discussion Forums

## Review Form

Reviewer Recommendation and Comments for Manuscript Number DEMOCAM141-D-18-00005

The Red Cross in Peace and War

Original Submission  
10/10/18 (Reviewer 1)

Recommendation:  Overall Manuscript Rating (1-100):

**Review Questions**

\*Are you willing to review the revision of this manuscript? [Insert Special Character](#)

**Manuscript Rating**

These instructions for manuscript ratings are customizable by the journal.

\*The subject addressed in this article is worthy of investigation.

N/A  1  2  3

\*The information presented was new.

N/A  1  2  3  4  5

\*The conclusions were supported by the data.

# Discussion Forums

## Review Form

Reviewer Recommendation and Comments for Manuscript Number DEMOCAM141-D-18-00005

The Red Cross in Peace and War

Original Submission  
Amy Analyst, Reviewer 1

[Back](#) [Edit Review](#) [Print](#) [Submit Review to Editorial Office](#)

**Recommendation:** Accept

Overall Manuscript Rating (1 - 10): 3

**Custom Review Question(s)**

Are you willing to review the revision of this manuscript?

**Response**

Yes

**Manuscript Rating Question(s):**

The subject addressed in this article is worthy of investigation.

**Scale**

[1-3]

**Rating**

3

The information presented was new.

[1-5]

5

The conclusions were supported by the data.

[1-10]

9

# Discussion Forums

## Review Thank You

---

Thank you for reviewing Manuscript Number DEMOCAM141-D-18-00005.

---

[Discussion](#)



# Discussion Forums

## Discussion for Manuscript Number: DEMOCAM141-D-18-00005 "The Red Cross in Peace and War"

Close

These are the customizable instructions that appear on the Reviewer version of the Discussion page.

[View Submission](#)

[View Reviewer Comments](#)

### Topic: Reviewer Consultation

#### Comments:

Post

View/Print All

Participant ▲ ▼	Comments	Date ▲ ▼
mary mary	● This Reviewer Consultation discussion has been initiated automatically.	Jun 14, 2018

Close

# Discussion Forums

## Completed Reviewer Assignments folder

- Link to Discussion

### Completed Reviewer Assignments for Amy Analyst

Page: 1 of 1 (1 total assignments)

Display 10 results per page.

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Final Disposition	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Date Review Submitted	Days Taken	Editor's Name
<a href="#">History</a> <a href="#">Discussion 1</a> <a href="#">View Reviewer Comments</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a>		DEMOCAM141-D-18-00005	Original Study	The Red Cross in Peace and War	Jun 14, 2018	With Editor		Jun 14, 2018	Jun 14, 2018	Jun 28, 2018	Jun 14, 2018	0	Mae Jemison, MD

Page: 1 of 1 (1 total assignments)

Display 10 results per page.

# Reviewer Credit

Publons, ORCID

# Publons



- Editorial Manager exports reviewer activity report
- Publons populates review information
- Report available for Editors


Main Menu—Reports—Enterprise Analytics Reporting--Publons

Reviewer Name	E-mail Address	Date Reviewer Invited	Reviewer Stop Date	Reviewer Recommendation	Reviewer Comments to Author	Manuscript Number	Article Title	Handling Editor Name
George Young	gyoung@trash.com	4/1/2016	8/2/2016	Reject		JOURNALA-D-16-00023	The next frontier: Big Data	Clyde Stratton
John Francis Gilmer	tesperson@ariessys.com	2/12/2016	8/3/2016	Major Revision	The data is good, but could be presented in a more organized fashion. Also, you may want to engage the help of an editing service to clean up some of the grammatical and structural issues within the piece.	JOURNALA-D-16-00007	The Side Effects of Aspirin	Clyde Stratton
John Smith	123user@ariestrash.com	8/3/2016	8/3/2016	Accept	This is good work. Thank you for your contributions here.	JOURNALA-D-16-00037	Side Effects of Aspirin	Clyde Stratton
Leonard Silverman	129user@ariestrash.com	8/3/2016	8/3/2016	Reject	The science is sound, but not quite suited for Journal A. I could see it making the cut for Journal B, but after some cleanup of grammar and organization. Perhaps engage with a manuscript editing service.	JOURNALA-D-16-00037	Side Effects of Aspirin	Clyde Stratton
M. Shiono	156user@ariestrash.com	7/28/2016	8/3/2016	Accept	Your work is good. Thank you for your contributions here, and best of luck to you!	JOURNALA-D-16-00007	The Side Effects of Aspirin	Clyde Stratton
Samantha Jones	jkoller1015@gmail.com	7/28/2016	8/3/2016	Reject	You should spend time identifying a journal that is a better match for the content itself.	JOURNALA-D-16-00007	The Side Effects of Aspirin	Clyde Stratton

# Publons

- Review data populates Publons Profile





Verified reviewer  
Publons advisor  
291 Merit

publons.ccm/a/250457/  
0000-0001-5477-0324

2 Affiliations  
Has edited for 2 journals  
95 Pre Publication Reviews


**PROFILE** STATISTICS


## Elisabeth M. Bik

Research Associate - Department of Medicine, Stanford University  
Editorial Board Member - ISME Journal  
Editorial Board Member - Frontiers in Microbiology


**BIO**  
Elisabeth Bik is a Research Associate at the Department of Medicine, Division Infectious Diseases, at Stanford University's School of Medicine. She currently works on the microbiota analysis of marine mammals and children with inflammatory bowel diseases.


**HAS EDITED FOR**


 The ISME Journal


 Frontiers in Microbiology


**HAS REVIEWED FOR**


 The ISME Journal

 PLOS ONE

 Journal of Applied Microbiology

 Pediatrics

 Dental Research Journal

 Clinical and Translational Gastroenterology

Show more...

**PRE PUBLICATION REVIEWS**

- Aug 2015 ✓ Reviewed for PLOS ONE
- Aug 2015 ✓ Reviewed for Clinical and Translational Gastroenterology
- Aug 2015 ✓ Reviewed for Pediatrics
- Aug 2015 ✓ Reviewed for The ISME Journal
- Aug 2015 ✓ Reviewed for PLOS ONE

Reviewer Name	E-mail Address	Date Reviewer Invited	Reviewer Stop Date
George Young	gyoung@trash.com	4/1/2016	8/2/2016
John Francis Gilmer	tesperson@ariessys.com	2/12/2016	8/3/2016
John Smith	123user@ariestrash.com	8/3/2016	8/3/2016
Leonard Silverman	129user@ariestrash.com	8/3/2016	8/3/2016
M. Shimono	156user@ariestrash.com	7/28/2016	8/3/2016
Samantha Jones	jkoller1015@gmail.com	7/28/2016	8/3/2016



# ORCID Reviewer Recognition

- Aries Account Coordinator enables feature
- Publication office configures EM Review Forms
- Reviewer authenticates ORCID record in EM
- Reviewer agrees to share review information with ORCID
- On pre-set schedule, Editorial Manager sends Review Information to ORCID
- Review information from Editorial Manager displays in Reviewer's ORCID profile



# ORCID Reviewer Recognition *Review Form*

## ORCID Reviewer Credit

[\[Instructions\]](#)

Your ORCID ID: [0000-0002-5709-9000](#) 

\* Do we have your consent to update your ORCID Record's Review Activity (subject to publication policy) to show that you completed a Review for this publication? This might trigger a one-time Authorization interaction with ORCID on proceeding.

Yes  No

Zadie Jones

### ORCID ID

<https://sandbox.orcid.org/0000-0002-5709-9000>

[View public version](#)

[Display your ID on other sites](#)

[Public record print view](#)

[Get a QR Code for your ID](#)

[Also known as](#)

[Country](#)

[Keywords](#)

[Websites](#)

[Emails](#)

[zjones@mailinator.com](mailto:zjones@mailinator.com)

## Biography

### Education (1)

[+ Add education](#) [Sort](#)

**Boston University: Boston, MA, United States**  
2010-09-01 to 2014-05-01 | Ph.D. (Psychology)

Source: Zadie Jones

### Employment (2)

[+ Add employment](#) [Sort](#)

**Boston University: Boston, MA, United States**  
2017-02 to present | Professor of Psychology (Psychology)

Source: Zadie Jones

**Bunker Hill Community College: Boston, MA, United States**  
2014-05 to 2017-02 | Assistant Professor of Psychology (Psychology)

Source: Zadie Jones

### Funding (0)

[+ Add funding](#) [Sort](#)

You haven't added any funding, [add some now](#)

### Works (1 of 1)

[+ Add works](#) [Export works](#) [Sort](#)

**Preventing Gambling Addiction in Addictive Personalities**  
Journal of Addiction  
2017-05-15 | journal-article

Source: Zadie Jones

Preferred source

### Peer review (1)

[+ Add peer review](#) [Sort](#)

**review activity for JOURNALA(1)**

journal, Testing

Review date	Type	Role	Actions
2018	review	reviewer	<a href="#">hide details</a>   <a href="#">view</a>   <a href="#">trash</a>
Review identifier(s): SOURCE-WORK-ID: bd61d468-aa56-4579-b5be-7f097f07f9a8			
Convening organization: JOURNALA(north andover, United States)			
Source: Editorial Manager			
Created: 2018-03-22			





# Open Peer Review

# Open Peer Review

- For Open Peer Review, at invitation, Reviewers have access to
  - Un-blinded completed reviews for prior revisions AND
  - Un-blinded completed reviews for the current revision
  - Decision letters for all revisions
  - Attachments for all revisions (if configured as available to other reviewers)

# Open Peer Review

## *RoleManager* Permissions

- Existing Reviewer RoleManager permission  
‘View Un-Blinded Comments’

### **Permissions for Completed Assignments Only**

View Final Disposition

View Un-Blinded Comments

# Open Peer Review *RoleManager* Permissions

- New Reviewer RoleManager permission  
‘View Un-blinded Reviews for Open Peer Review’

## General Permissions (Applicable to All Reviewer Pages)

- View Manuscript Number
- View Article Type
- View Article Title
- View Status Date
- View Current Status
- View Assigning Editor
- View Author Decision Letter
- View Unblinded Version
- View Blinded Version
- View Un-Blinded Reviews for Open Peer Review
- View Other Reviewer's Comments to Author
- View Other Reviewer's Comments to Editor
- View Author's Response to Reviewer Comments

# Open Peer Review

## When and where can Reviewers access un-blinded Reviews?

- New Invitations folder
- Pending Assignments folder
- Completed Assignments folder
- Review Form
- View Reviewer Comments page
- View Individual Reviewer Comments page
- View Attachments page

# Open Peer Review

## Action Links available earlier

- View Reviewer Comments
- View Attachments
- View Decision Letter

**New Reviewer Invitations for Jason Bach, MD**

You have been invited to review the following manuscripts. Please Agree to review or Decline to review the manuscript.

Page: 1 of 1 (2 total submissions) Display 10 results per

Action	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Days Invitation Outstanding	Editor's Name	Corresponding Author	Other Authors	Keyw
<a href="#">View Submission</a> <a href="#">View Attachments</a> <a href="#">Agree to Review</a> <a href="#">Decline to Review</a> <a href="#">Google Scholar - Title</a> <a href="#">View Reviewer Comments</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a>	DEMO-13-2110	Original Study	My Test title	Dec 15 2013 11:50AM	Under Peer Review	Dec 15 2013 11:50AM	2	Ed J Editor, MD	James D. Author	Sally Author	Angle (ACG press
<a href="#">View Submission</a> <a href="#">View Attachments</a> <a href="#">Agree to Review</a> <a href="#">Decline to Review</a> <a href="#">Google Scholar - Title</a> <a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a>	DEMO-13-2178R1	Original Study	"Microcentesis/Laser iridotomies"	Dec 17 2013 11:50AM	Under Peer Review	Dec 17 2013 11:50AM	0	Ed J Editor, MD	Anthony Author	Jane Author	Angle (ACG press (IOP) Iridot (MLI) Iridot

# Open Peer Review

Reviewer sees un-blinded reviews if other reviewer completed review for any revision

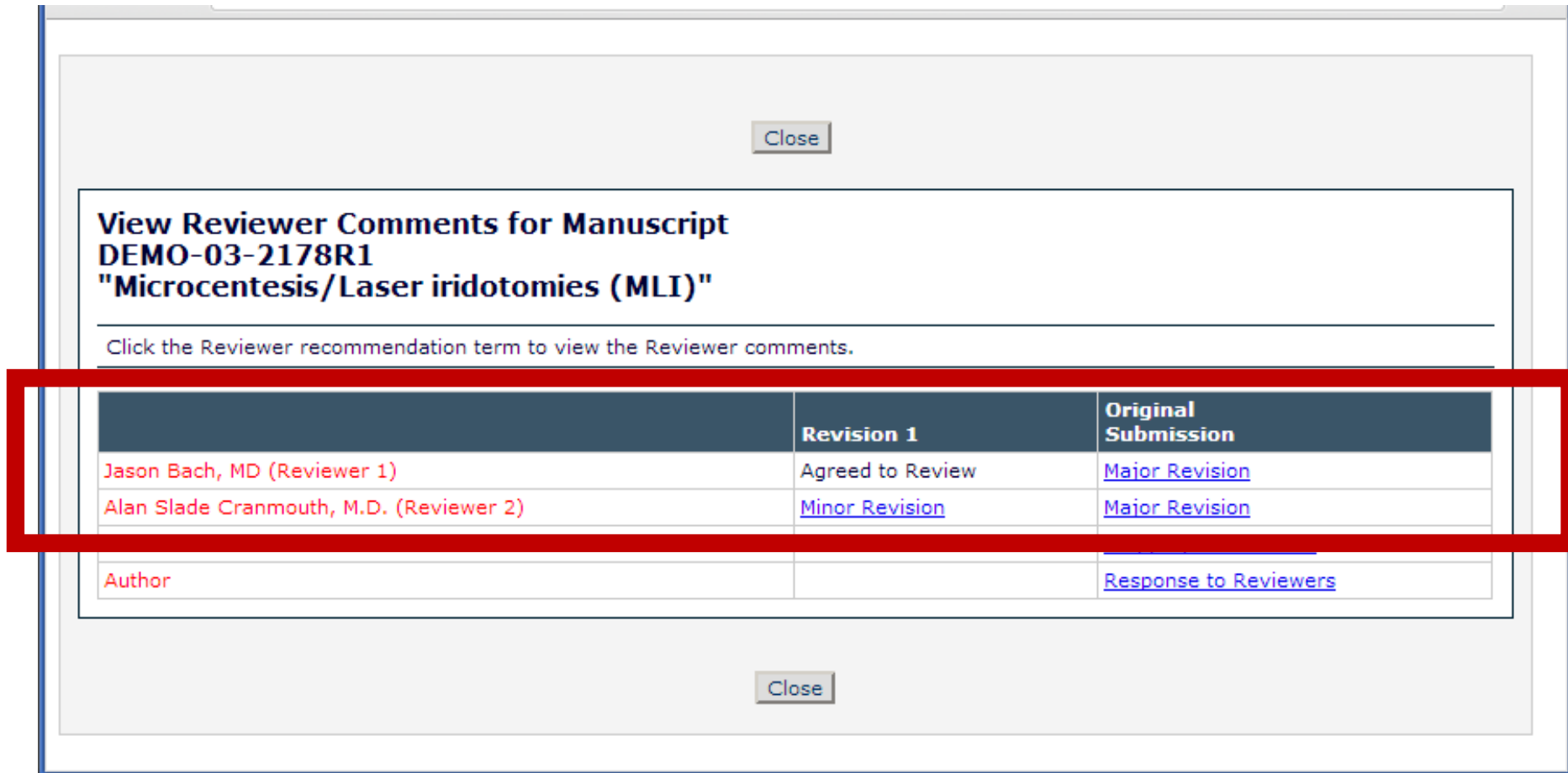
Close

**View Reviewer Comments for Manuscript  
DEMO-03-2178R1  
"Microcentesis/Laser iridotomies (MLI)"**

Click the Reviewer recommendation term to view the Reviewer comments.

	Revision 1	Original Submission
Jason Bach, MD (Reviewer 1)	Agreed to Review	<a href="#">Major Revision</a>
Alan Slade Cranmouth, M.D. (Reviewer 2)	<a href="#">Minor Revision</a>	<a href="#">Major Revision</a>
Author		<a href="#">Response to Reviewers</a>

Close



# Open Peer Review

## Reviewer accesses un-blinded Review Form

[Close](#)

**DEMO-D-13-00008R1**  
**"test submission article title"**  
**Original Submission**

**Caroline Reviewer, MD (Reviewer 3)**

<b>Reviewer Recommendation Term:</b>	Accept
<b>Overall Reviewer Manuscript Rating:</b>	88

Transfer Authorization	Response
If this submission is transferred to another publication, do we have your consent to include your identifying information?	Yes
If this submission is transferred to another publication, do we have your consent to include your review?	Yes
If this submission is transferred to another publication with "Open Peer Review", do we have your consent to publish your review in a pre-publication history?	Yes

Custom Review Question(s)	Response
This is a custom review question #1	answer to custom review question #1
This is custom review question #2	answer to custom review question #2
This is review question #3	Answer to custom review question #3
Which is the most important aspect of this paper? [list question]	Originality
This is a yes/no/text question	Yes

Manuscript Rating Question(s)	Scale	Rating
Question #1 - What is your overall opinion of this manuscript?	[1-10]	8
Question #2 - Should we invite this Author to submit in the future?	[1-10]	6
Question #3 - How relevant is this research?	[1-5]	4

**Comments to Author:**

These are some comments to author



# Open Peer Review

## Attachments page un-blinded

### Attachments for Manuscript Number DEMO-D-13-00008R1 "Test Submission Article Title "

Action	Uploaded By	Description	File Name	File Size
<b>Revision 1</b>				
<a href="#">Download</a>	Ron Reviewer, MD (Reviewer 1)	attachment for Rev 1	Symbol_Test.doc	268 KB
<a href="#">Download</a>	Roger Reviewer, MD (Reviewer 2)	attachment	suggestion for research protocols.docx	275KB
<a href="#">Download</a>	Lisa Reviewer, PhD (Reviewer 3)	Attachment	leading issue.docx	129 KB
<b>Original Submission</b>				
<a href="#">Download</a>	Ron Reviewer, MD (Reviewer 1)	attachment relating to MS #	quick add.docx	326 KB
<a href="#">Download</a>	Editor-in-Chief	attachment relating to MS #	requirements.docx	14.7 KB
<a href="#">Download</a>	Roger Reviewer, MD (Reviewer 2)	attachment relating to MS #	screen shot.docx	674 KB

[Main Menu](#)

# Open Peer Review New Merge Fields

- Reviewer Invitation
  - %OPEN\_INDIVIDUAL\_REVIEWER\_COMMENTS\_TO\_AUTHOR%
  - %OPEN\_REVIEWER\_COMMENTS\_TO\_AUTHOR%
  - %OPEN\_REVIEWER\_COMMENTS\_TO\_EDITOR%
  - %OPEN\_REVIEWER\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%
- Reviewer names from current submission only
  - %OPEN\_LINKED\_REVIEWER\_COMMENTS\_TO\_AUTHOR%
  - %OPEN\_LINKED\_REVIEWER\_COMMENTS\_TO\_EDITOR%
  - %OPEN\_LINKED\_REVIEWER\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%
- Reviewer Notifications of Editor Decisions
  - %OPEN\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%
- Ad Hoc from Editor Letters only
  - %OPEN\_ALL\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%

# Open Peer Review Discussion Forums

**Discussion for Manuscript Number: TRIAL27-D-11-00004**  
**"White Nose Syndrome in Brown Bats"**

[Participant Summary](#)   [View Submission](#)   [View Reviews and Comments](#)   [File Inventory](#)   [Add/Edit Submission Flags](#)

In my opinion, the audience for which it is intended will understand the data.

Participant ▲ ▼	Comments	Date ▲ ▼
Blake Allen	Yes, that is an excellent suggestion.	Jul 15, 2011
Brooke Armstrong	Blake, regarding the data concerns you've mentioned, would you <a href="#">(more...)</a>	Jul 15, 2011
Blake Allen	As an expert in this subject, I am concerned that the data could be a <a href="#">(more...)</a>	Jul 15, 2011
Trent Editor	While small in scope, I think it is a valid, and intriguing study.	Jul 15, 2011
Mary Lou	Is the geographic area of this study wide enough to be relevant?	Jul 15, 2011



# Open Peer Review

Questions?

GARDEN CALENDAR

1893

# Reviewer Management

Due Dates, Reminder Reports, Thank You

# **BUSINESS HOURS**

**OPEN Most Days About 9 or 10**  
**Occasionally as Early as 7, But SOME DAYS**  
**As Late As 12 or 1.**

**WE CLOSE About 5:30 or 6**  
**Occasionally About 4 or 5, But**  
**Sometimes as Late as 11 or 12.**  
**SOME DAYS OR Afternoons, We**  
**Aren't Here At All, and Lately**  
**I've Been Here Just About All The Time,**  
**Except When I'm Someplace Else,**  
**But I Should Be Here Then, Too.**

# Reviewer Management Due Date Configuration

## *PolicyManager*

- Configure General Due Date Preferences
- Set Reviewer Preferences

# Reviewer Management

## Due Date Preferences

*PolicyManager*

- E-mail and Letter Policies**
- General Policies**
  - Set Manuscript Number Type
  - Set Manuscript Number Revision Suffix
  - Set Date Format
  - Set Time Zone Display Policy
  - Configure Unavailability Check and Instructions
  - Set ISO Country Standard
  - Configure General Due Date Preferences**
  - Set Reviewer Preferences
  - Configure Electronic Calendar Due Date Preferences
  - Set Editor Deep Link Expiration
  - Set Enterprise Analytics Reporting Deep Link
  - Define Details Page Layouts
  - Set Update Information Deep Link Expiration
  - Create Customized Submission Flags
  - Create Customized People Flags



# Configuration—Emails

## Due Date Preferences

### General

#### Configure **General** Due Date Preferences

Please choose the method to use when calculating **General** Due Dates. This method applies to the following:

- Reviewer Due Dates
- Production Task Due Dates
- Author Invitation Due Dates
- Author Invited Submissions Due Dates
- Author Revision Due Dates

Please note that when changing from one calculation method to another, due dates that have previously been calculated are not recalculated. The new method selected will apply to *future* invitations, assignments, and tasks.

- Calendar days - Due date calculations are based on the number of days including Saturday and Sunday (7 Calendar days)
- Working days - Due date calculations exclude Saturdays and Sundays (5 Weekdays)

In addition to the **general** setting above, you can also choose to take National Holidays into account when assigning Production Tasks that are configured to use the "Number of Days after Assignment Date" Due Date option. Both Submission and Schedule Group tasks are affected. You must also use the "Define National Holidays" link under PolicyManager to create National Holiday records for each country you wish to take into consideration.

-  Allow extra time for National Holidays in Production Task calculations

# Reviewer Management

## Due Date Preferences

### Set Reviewer Preferences

*PolicyManager*

- [-] **General Policies**
  - Set Manuscript Number Type
  - Set Manuscript Number Revision Suffix
  - Set Date Format
  - Set Time Zone Display Policy
  - Configure Unavailability Check and Instructions
  - Set ISO Country Standard
  - Configure General Due Date Preferences
  - Set Reviewer Preferences**
  - Configure Electronic Calendar Due Date Preferences
  - Set Editor Deep Link Expiration
  - Set Enterprise Analytics Reporting Deep Link
  - Define Details Page Layouts
  - Set Update Information Deep Link Expiration
  - Create Customized Submission Flags
  - Create Customized People Flags

# Reviewer Management—Configuration

## Due Date Preferences

*Policy Manager—Set Reviewer Preferences*

### Set Reviewer Preferences

---

#### Reviewer Due Date Calculation

Please choose the method for setting the default Reviewer Due Date and calculating Reviewer performance statistics. If you choose 'Invitation Mode', all Reviewer calculations (e.g. Days Until Review Due, Days Taken, Elapsed Days, Average Days Outstanding, etc.) are based on the date the Reviewer was invited to review the submission. If you choose 'Agreed Mode', all calculations are based on the date the Reviewer agreed to do the review.

- Invitation Mode - Reviewer deadlines and statistics are calculated from the time the Reviewer is invited to review.
  - Agreed Mode - Reviewer deadlines and statistics are calculated from the time the Reviewer agrees to do the review.
-

# Reviewer Reports

- Reminders
- Thank You

# Reviewer Reports

## Editor Main Menu

The screenshot displays the Editor Main Menu interface. At the top, there are three tabs: Editorial, Proposal Menu, and Production Tasks. The main content area is titled "Managing Editor Main Menu" and contains several sections:

- Search:** Search Submissions | Search People
- Editor 'To-Do' List:** My Pending Assignments (0)
  - New Submissions Requiring Assignment (0)
  - Revised Submissions Requiring Assignment (0)
  - Submissions with Required Reviews Complete (0)
  - Submissions Requiring Additional Reviewers (0)
  - Submissions with One or More Late Reviews (0)
- View All Assigned:** View All Assigned Submissions (7)  
View All Assigned Submissions being Edited (0)
- Subordinate Editor's Pending Assignments (7):**
  - Group by Editors I Assigned
  - Group by Editor with Current Responsibility
  - Group by Manuscript Status
- Submissions with Decisions:** Submissions out for Revision (34)  
All Submissions with Editor's Decision (0)  
All Submissions with Final Disposition:
- Linked Submission Groups:** Active Linked Submission Groups (0)  
Inactive Linked Submission Groups (0)
- Administrative Functions:** System Administrator Functions  
Register New User  
Reports  
Send Reminder Letters  
Send Batch E-mail

The "Administrative Functions" section is circled in red in the original image.

# Reviewer Reminder Reports

*Editor Main Menu*

## Administrative Functions

System Administrator Functions

Register New User




Reports

Send Reminder Letters

Send Batch E-mail

# Reviewer Reminder Reports

## Reports Menu

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Go to: -- Search Page --  
Role: Managing Editor | Username: mary | English

**Important Message: Site under development. Do not use for live manuscript submission.**

### Reports

#### Report Tools

- Enterprise Analytics Reporting
- General Data Export
- Custom Report
- Database Help
- Search/Manage Conference Submissions

#### Status Reports

- Accepted Manuscripts Without a Publication Date
- Current Status Report
- Publishing Pipeline Report
- Published Table of Contents Report
- Editor's To-Do List Report
- Current Role Designations Report

#### Author Reminder Reports

- Co-Author Reminder Report
- Author Revision Status Report
- Author Revision Reminder Report
- Automated Author Revision Reminder Report
- Automated Author Transfer Reminder Report

#### Invited Author Reports

- Proposal Pipeline Report
- Authors Invited - No Response
- Author Invitation Status Report
- Automated Author Invitation Reminder Report

#### Editor Reports

- Assignment Status Report
- New Assignments Report
- Required Reviews Complete Report

#### Reviewer Reports

- Reviewer Invited - No Response Report
- Reviewer Reminder Report
- Automated Reviewer Reminder Report

#### Manuscript Rating Reports

- Manuscript Ratings Report
- Manuscript Ratings by Issue Report
- Manuscript Ratings Summary Report

#### Summary and Annual Reports

- Classification Index Report
- Document Classification List Report
- Reviewer Performance Report
- Editor Performance Report
- Journal Accountability Report
- Manuscript Country/Region of Origin Summary Report
- Manuscript Country/Region of Origin Detail Report
- Reviewer Country of Origin Report
- ISO Standard Country Comparison Report



# Reviewer Reminder Reports

## *Reports Menu*

### **Reviewer Reminder Reports**

Reviewer Invited - No Response Report

Reviewer Reminder Report

Automated Reviewer Reminder Report



# Reviewer Reminder Reports

## Reviewers Invited – No Response

### Reviewers Invited - No Response Report

Please select the report parameters. Elapsed days are defined as the number of days between the current date and the date the Reviewer was invited.

Reviewer Role: (All Reviewers) ▾

Handling Editor: (All Editors) ▾

- Show Reviewers with invitations that were sent more than  days ago.
- Show Reviewers with invitations that were sent within the last  days.

Cancel

Submit

# Reviewer Reminder Reports

## *Reports Menu*

### **Reviewer Reminder Reports**

Reviewer Invited - No Response Report

Reviewer Reminder Report

Automated Reviewer Reminder Report

# Reviewer Reminder Report

Send Reminder	Manuscript Number	Article Type	Manuscript Title	Reviewer Name	Handling Editor Name	Phone Number	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Days Until Review Due	Date Last Reminder Sent	Total Elapsed Days	Total # Reminders Sent	# Invitation Reminders Sent	# Reminders Sent Before Due Date	# Reminders Sent After Due Date
<input type="checkbox"/>	DEMOSA122-D-16-00005	Rapid Communication 2	Test Paper no. 57	Seb Atay	Dirk Strider		Nov 23 2017 7:10AM	Nov 23 2017 7:10AM	Nov 30 2017 11:59PM	7		0	0	0	0	0
<input type="checkbox"/>	DEMOSA122-D-16-00003	Rapid Communication	Test paper no. 55	Seb Atay	Dirk Strider		Nov 23 2017 7:14AM	Nov 23 2017 7:18AM	Nov 30 2017 11:59PM	7		0	0	0	0	0

# Reviewer Reminder Report

## Send Reviewer Reminder E-mail

Select a letter to send to the Reviewers.

- Please Choose a Letter
- Reviewer - Batch Late Review
- Reviewer - First Late Reminder
- Reviewer - Second Late Reminder
- Reviewer Reminder - Before Agree or Decline
- Reviewer Reminder - Before Due Date

# Reviewer Reminder Report

## Reviewer Reminder Report - Customize Letters

You have selected the following Reviewers to receive a reminder letter. [\(more...\)](#)

Cancel

Send All Letters

Reviewer	Manuscript Number	Article Title	Reminder Letter	Do Not Remind
Seb Atay (Reviewer)	DEMOSA122-D-16-00005	Test Paper no. 57	<a href="#">Reviewer - First Late Reminder</a>	<input type="checkbox"/>

Cancel

Send All Letters

# Aside--Excluding People from Receiving Reminders

## Search People

### Search People - Search Results

Choose the criterion for selecting People Records.

[Help with Searching](#)      [Insert Special Character](#)      [Register New User](#)

Criterion	Selector	Value	User Role
Last Name	Begins With		ALL REVIEWER ROLES
Last Name	Begins With		END
Last Name	Begins With		END

Page: 1 of 1 (12 total People Matches)      [Download Search Results](#)      Display 500 results per page.

Merge People	Name	City	State or Province	Country	Author Role	Reviewer Role	Editor Role	Publisher Role
<input type="checkbox"/>	Sally Solicitor			UNITED STATES	[Author]	[Reviewer]		
<input type="checkbox"/>	Robert Reviewer			UNITED STATES	[Author]	[Reviewer]		
<input type="checkbox"/>	Richard Reviewer			UNITED STATES	[Author]	[Reviewer]		
<input type="checkbox"/>	Remy Referee			UNITED STATES	[Author]	[Reviewer]		
<input type="checkbox"/>	Otto Oppositional			UNITED STATES	[Author]	[Reviewer]		
<input type="checkbox"/>	Olivia Opinion			UNITED STATES	[Author]	[Reviewer]		
<input type="checkbox"/>	Edwin Expert			UNITED STATES	[Author]	[Reviewer]		
<input type="checkbox"/>	Edna Editor			UNITED STATES	[Author]	[Reviewer]	[Editor]	

# Aside--Excluding People from Receiving Reminders

## Search People—Update Information Screen

### Search People - Update Information

To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.

**Dirk Strider** ▾

Proxy-Registered:  
Dec 02 2014 08:32AM  
(Data Unconfirmed by User)

Last Modified:  
Sep 07 2016 10:16AM

[Inactivate this User](#)

[Send Login Details](#)

\*\*The user will be sent an email with a link to reset their password. The password will not reset until the user clicks that link.

Exclude this user from receiving all batch and reminder emails:

- Always
- When Unavailable Dates are active

#### User Information

[Open Special Character Palette](#)

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role:

Default Login Menu:

Available as a Reviewer? \* Yes  No

Board Member? Yes  No

Forbidden as a Reviewer? Yes  No

Reviewer Role \*

Publisher Role \*

Editorial Role \*

Editor Description:

[Activity Details](#)

[Additional People Details](#)

#### Personal Information

Title:  (Mr., Mrs., Dr., etc.)

Given/First Name \*

Middle Name:

Family/Last Name \*

Degree:  (Ph.D., M.D., etc.)

# Reviewer Reminder Reports

## Automated Reviewer Reminder Report

*Reports Menu*

### **Reviewer Reminder Reports**

Reviewer Invited - No Response Report

Reviewer Reminder Report

Automated Reviewer Reminder Report



# Reviewer Reminder Reports

## Automated Reviewer Reminder Report

### Automated Reviewer Reminder Reports

Create a new Automated Reminder by selecting criteria below and clicking the 'Save as Automated Reminder' button. Once saved, the automated reviewer reminder e-mails will be sent once every 24 hours to each recipient.

<b>Reminder Type:</b>	<input checked="" type="radio"/> <b>No Response. Send Reminder:</b> Send an automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly <input type="text" value="5"/> days ago. Reminders will be sent to Reviewers who have neither accepted nor declined the review invitation, and have not been un-invited or terminated.
	<input type="radio"/> <b>Reminder Before Due Date:</b> Send an automated reminder e-mail for reviews that are exactly <input type="text" value="10"/> days before their due date. Reminders will be sent to Reviewers who have agreed to the review invitation but have not yet submitted their review.
	<input type="radio"/> <b>Reminder Past Due Date:</b> Send an automated reminder e-mail for reviews that are exactly <input type="text" value="7"/> days past the due date. To send reminders for reviews that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Reviewers who have agreed to the review invitation but have not yet submitted their review.
<b>Reviewer Role:</b>	(All Reviewers) ▾
<b>Handling Editor:</b>	(All Editors) ▾
<b>Reminder Name:</b>	<a href="#">Insert Special Character</a> <hr/> <i>Maximum 200 characters</i>
<b>Reminder Letter:</b>	Please Choose an Automated Reminder Letter ▾

You may further refine your result set by selecting all, or choosing one or more values below. On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, the 'Command' key is used while using the mouse to click the desired items.

<b>Article Type:</b>	Original Study ▲ <a href="#">Select All</a> Double Blind Original Study No MS File requirement (hidden) ▼ <a href="#">Clear All</a> Editorial (hidden)
<b>Section/Category:</b>	Basic Science Section ▲ <a href="#">Select All</a> Clinical Section Epidemiology Section ▼ <a href="#">Clear All</a> No Section Assigned

[Save as Automated Reminder](#)

#### Saved Automated Reminders

Click the 'Remove' tool if you want to permanently remove a saved reminder, and stop all automated reminder e-mails associated with it. Click the 'Edit' tool to edit the criteria saved for a saved reminder. Note: Reminders can only be removed or edited by the user who created them. Re-order saved reminders by dragging and dropping the saved reminder record to the new location via the Drag & Drop tool.

There are currently no saved automated reminders.

[Return to Reports](#)  
[Return to Editorial Menu](#)

# Reviewer Reminder Reports

## Automated Reviewer Reminder Report

<b>Reminder Type:</b>	<input checked="" type="radio"/> <b>No Response. Send Reminder:</b> Send an automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly <input type="text" value="5"/> days ago. Reminders will be sent to Reviewers who have neither accepted nor declined the review invitation, and have not been un-invited or terminated.
	<input type="radio"/> <b>Reminder Before Due Date:</b> Send an automated reminder e-mail for reviews that are exactly <input type="text" value="10"/> days before their due date. Reminders will be sent to Reviewers who have agreed to the review invitation but have not yet submitted their review.
	<input type="radio"/> <b>Reminder Past Due Date:</b> Send an automated reminder e-mail for reviews that are exactly <input type="text" value="7"/> days past the due date. To send reminders for reviews that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Reviewers who have agreed to the review invitation but have not yet submitted their review.
<b>Reviewer Role:</b>	<input type="text" value="(All Reviewers)"/> ▾
<b>Handling Editor:</b>	<input type="text" value="(All Editors)"/> ▾
<b>Reminder Name:</b>	<a href="#">Insert Special Character</a> <input type="text"/> <i>Maximum 200 characters</i>
<b>Reminder Letter:</b>	<input type="text" value="Please Choose an Automated Reminder Lett"/> ▾
<p>You may further refine your result set by selecting all, or choosing one or more values below. On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, the 'Command' key is used while using the mouse to click the desired items.</p>	
<b>Article Type:</b>	<input type="text" value="Rapid Communication"/> <input type="text" value="Rapid Communication 2"/> <input type="text" value="Rapid Classification"/> <input type="text" value="Original Study"/> <a href="#">Select All</a> <input type="text" value="Rapid Communication"/> <input type="text" value="Rapid Communication 2"/> <input type="text" value="Rapid Classification"/> <input type="text" value="Original Study"/> <a href="#">Clear All</a>
<b>Section/Category:</b>	<input type="text" value="Clinical Section (hidden)"/> <input type="text" value="Basic Science Section (hidden)"/> <input type="text" value="Epidemiology Section (hidden)"/> <input type="text" value="Victorian Age (hidden)"/> <a href="#">Select All</a> <input type="text" value="Clinical Section (hidden)"/> <input type="text" value="Basic Science Section (hidden)"/> <input type="text" value="Epidemiology Section (hidden)"/> <input type="text" value="Victorian Age (hidden)"/> <a href="#">Clear All</a>
<input type="button" value="Save as Automated Reminder"/>	

# Reviewer Reminder Reports

*PolicyManager—Edit Letters*

Reviewer - Batch Late Review	Reviewer Reminder
Reviewer - First Late Reminder	Reviewer Reminder
Reviewer - Second Late Reminder	Reviewer Reminder
Reviewer Reminder - Before Agree or Decline	Reviewer Reminder
Reviewer Reminder - Before Due Date	Reviewer Reminder

# Reviewer Reminder Reports

# Reviewer Thank-You List

## Reports Menu

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- General Data Export
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- Database Help
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- Current Status Report
- Publishing Pipeline Report
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- Author Revision Status Report
- Author Revision Reminder Report
- Automated Author Revision Reminder Report

#### Invited Author Reports

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- New Assignments Report
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#### Reviewer Reports

- Reviewer Invited - No Response Report
- Reviewer Reminder Report
- Automated Reviewer Reminder Report



# Reviewer Reports

## Reviewer Thank-You List

### *Enterprise Analytics Reporting (EAR) Menu*

#### Enterprise Analytics Reporting

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[Get more help](#) about Views and their contents

#### Standard Reports

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[Accept and Reject Decisions in selected timeframe](#)

[Average Days to Decision by Editor](#)

[Completed Reviews Detail Report](#)

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[Submissions Received - by Article Type and Year](#)

[Submissions Received - by Country and Year](#)

[Submissions Received - by Month and Year](#)

##### Production Tracking Reports

# Reviewer Reports

## Reviewer Thank-You List

### Reviewers completing the most reviews - top 25 Reviewers

Last Name	First Name	Reviewer People ID - drill down to people details	E-mail	Number of Completed Reviews▼	Average Days Late	Reviewer People ID - drill down to prior year completed reviews
Analyst	Amy	11	trash11@ariessc.com	30	1	
Commentator	Claire	6	trash6@ariessc.com	26	0	
Reviewer	Robert	7	trash7@ariessc.com	1	0	

Last Name	First Name	People ID	E-mail	Completed▼	Declined	Terminated	Uninvited	Average Days Late	People ID drill down to prior year completed reviews
Analyst	Amy	11	trash11@ariessc.com	30	0	0	0	.93	
Commentator	Claire	6	trash6@ariessc.com	26	1	0	1	.00	
Reviewer	Robert	7	trash7@ariessc.com	1	0	0	0	.00	



# Reviewer Management

Questions?



# Additional Resources



# Videos

- [Reviewer Experience: Responding to Reviewer invitations in Editorial Manager](https://vimeo.com/242994253)
- [Reviewer Experience: Submitting Reviews in Editorial Manager](https://vimeo.com/252206513)
- [Inserting Merge Fields into Letters](https://vimeo.com/174717022)
- [Top 5 Innovations for Reviewers Using Editorial Manager](https://vimeo.com/267238211)
- [Using StatReviewer for Automated Statistical Analysis in Editorial Manager](https://vimeo.com/270471134)
- [Making Changes to Reviewer Forms](https://vimeo.com/116556273)
- [Discussion Forums](https://vimeo.com/112092271)
- [How to create a report to extract data for reviewer recognition services, such as Publons](https://vimeo.com/162693464)
- [ORCID Reviewer Recognition](https://vimeo.com/262974582)

# Release Notes

- <https://www.ariessys.com/?s=release+notes>
- Release Notes
- Release Notes Digests

# Help

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## **What's new in version 14.1?**

Complete feature details can be found in the [Release Notes!](#)

Short on time? Try the [Release Digest!](#)

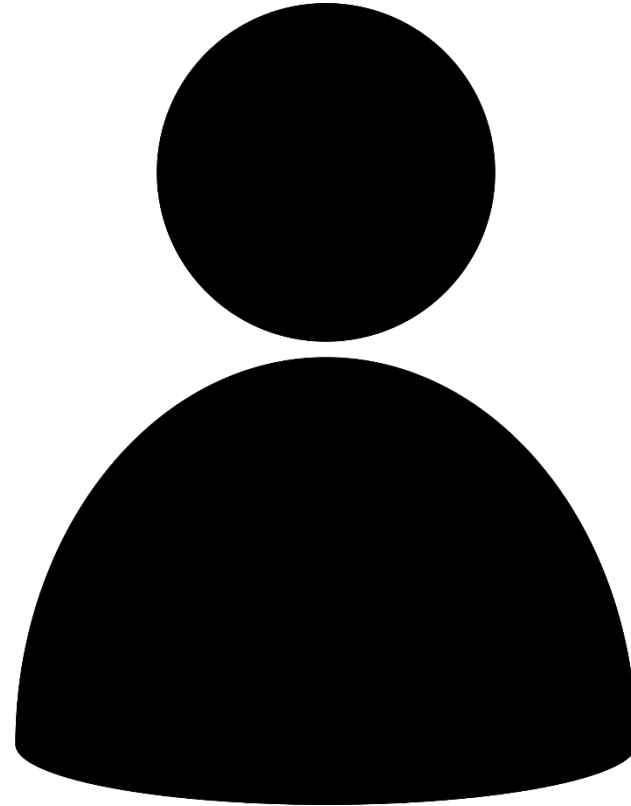
Browse additional resources on our [Video Library!](#)

[Minimum System Requirements](#)

# Help

- ⊖ Reviewer Features
  - 📄 The Reviewer's Main Menu structure
  - ⊕ Submitting a Review
  - ⊕ Reviewer's View - Overview
  - 📄 Expedited Reviewer Login
  - 📄 Asking Reviewers to suggest other qualified Reviewers
  - 📄 Anonymous Reviewer numbers
  - 📄 Customize Information Accessible by Invited Reviewers
  - 📄 Download High Resolution Version Link
  - 📄 Downloading Source Files from the PDF
  - 📄 Customize Information Accessible for Pending Reviews
  - 📄 Reviewers May View Similarity Check Results
  - 📄 Reviewer Instructions
  - 📄 Author's Response to Reviewers
  - 📄 Un-blinding Reviewers
  - 📄 Open Peer Review: Reviewer Access
  - 📄 Reviewer Consultation (Discussion Forum for Reviewers)
  - 📄 Reviewer Statistics Available to Reviewers

# Your Aries Account Coordinator



# Questions in General?

[cmeyer@ariessys.com](mailto:cmeyer@ariessys.com)

tinyurl

