

Welcome to EEMUG 2017

13th Annual  European
Editorial Manager®
User Group Meeting

 **Aries**
systems



Open Peer Review and Discussion Forums

Claire Coulter
13th January 2017



13th Annual **em** European **Editorial Manager**[®]
User Group Meeting



Agenda

- Open Peer Review
 - Author Experience
 - Reviewer Experience
 - Transferring Reviews
- Reviewer Discussion Forums
- Guest Speakers – Ruth Baker (BMC) & Felix Grun (Springer)
 - Customer Experiences of Open Peer Review

Open Peer Review

...

What is Open Peer Review?

- Author can see reviewer names
- Author can see un-blinded attachments
- Author can see un-blinded individual review form outside of decision letter (based on configuration)
- Reviewers can see other reviewers' comments before final decision

Open Peer Review on EM

EM can be configured to:

- Allow Authors to see Reviewers' identities and reviews
- Allow Reviewers to see other Reviewer identities and reviews early in the peer review process
- Transfer reviews and Reviewer information when submissions are transferred to other publications

The Author's View

The journal can choose when to give the Author access to the Reviewer information. There are two points when this can be granted:

- After First Decision
 - Submissions Needing Revision folder
 - Revisions Sent back to Author folder
 - Incomplete Submissions Being Revised folder
 - Revisions Waiting for Author's Approval folder
 - Revisions Being Processed folder
- After Final Decision
 - Submissions with a Decision folder

The Author's View

The Submission initially looks no different to a single or double blind paper
There is no indication at this stage that the paper was sent for open peer review

Submissions with an Editorial Office Decision for Author Anthony Author


Page: 1 of 1 (2 total completed submissions)

Action ▲	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼
View Submission View Reviewer Comments View Decision Letter Correspondence Send E-mail	DEMODK122-2016-00630	Submission for Open Peer Review	Jun 4 2016 3:03PM	Jun 4 2016 3:25PM
View Submission View Reviewer Comments View Decision Letter Correspondence Send E-mail	DEMODK122-2016-00629	I can view reviewer comments on this paper	Jun 4 2016 3:03PM	Jun 4 2016 3:55PM

Page: 1 of 1 (2 total completed submissions)

[<< Author Main Menu](#)

You should use the free Adobe Reader 10 or later for best PDF Viewing results.



The Author's View

- Once the Author clicks to view the comments, s/he can see the Reviewers' names
- S/he cannot click on the names, and therefore cannot see people information or review history information

Close

**View Reviewer Comments for Manuscript
DEMODK122-2016-00629R1**
"I can view reviewer comments on this paper"

Click the Reviewer recommendation term to view the Reviewer comments.

	Revision 1	Original Submission
Rebecca Reviewer (Reviewer 1)	(None)	Major Revision
Randy Reviewer (Reviewer 2)	Accept	Minor Revision
Robert Reviewer (Reviewer 3)	(None)	Accept
Author Decision Letter	Accept	Revise

Close

Reviewer names are shown

The Author's View

- If the Author clicks to view the review, the Reviewer's name is also displayed
- The page shows the Comments to Author, but not the Comments to Editor

Revision 1	Original Submission
(None)	Major Revision
Accept	Minor Revision
(None)	Accept
Accept	Revise

View Reviewer Comments for Manuscript
DEMOK122-2016-00629R1
"I can view reviewer comment"

Randy Reviewer (Reviewer 2)

Reviewer Recommendation Term: _____ for Revision

Comments to Author:

These are the comments that I am providing to the author.

Attachments:

Action	Description	File Name	Size	Last Modified
Download		File attached by reviewer.pptx	1.4 MB	Jun 04 2016 03:13PM

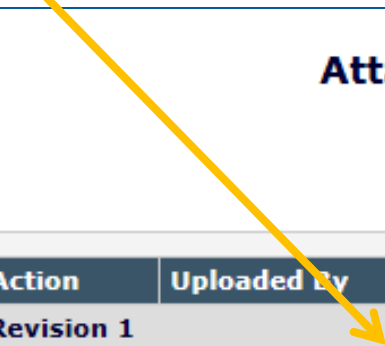
The Author's View

The Reviewers' names are also displayed for attachments that are visible to the Author

**Attachments for Manuscript Number Kristin129 R1
"Let's Transfer!"**

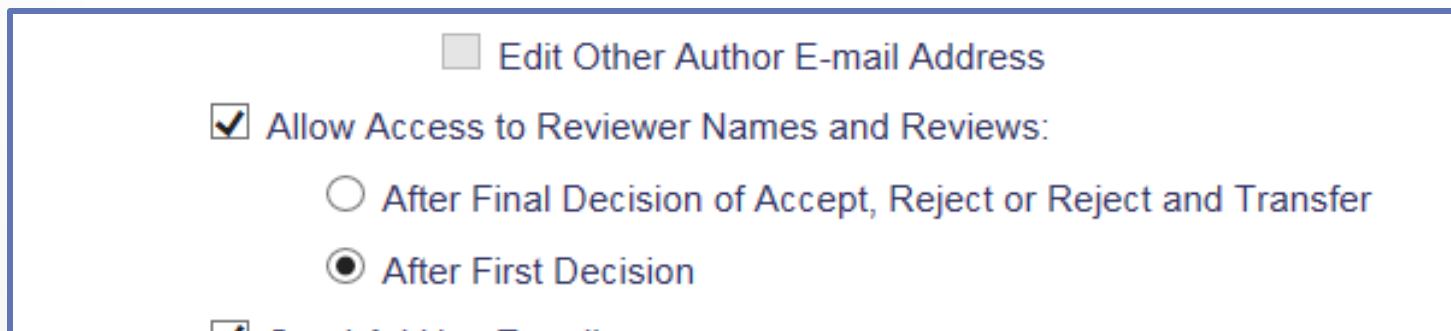
Action	Uploaded By	Description	File Name	File Size
Revision 1				
Download	Jordan Catalano, Ph.D (Reviewer 3)	Kitten in a tiny sweater	kittensweater.jpg	41.3 KB
Original Submission				
Download	Candy Cane, Ph.D. (Reviewer 2)	E-mail thread RE: references	emailthread.docx	24.3 KB
Download	Lester Bangs, Ph.D. (Reviewer 1)		friday.jpg	39.9 KB

[Main Menu](#)



Configuration for Authors

- First – go to Role Manager, and click on the Author role
- Scroll down until you find the permission to allow access to the reviewer names
- Choose whether the names will be visible after the first decision, or only after the final decision



Edit Other Author E-mail Address

Allow Access to Reviewer Names and Reviews:

- After Final Decision of Accept, Reject or Reject and Transfer
- After First Decision

Configuration for Authors

- Secondly – in Policy Manager – you can choose to make the overall manuscript rating visible to the Author
- Go to Policy Manager < Overall Manuscript Rating Question Settings and tick the box to display the ratings to the Author

Overall Manuscript Rating Question Settings

Selecting these options allow Reviewers to enter a Manuscript Rating from 1-100 when submitting a review, and allow Editors to enter a rating from 1-100 when submitting a decision. If enabled, this rating is displayed for Editors on the Reviewer Selection pages and on some reports.

Use Overall Reviewer Manuscript Rating
 Display Reviewer Manuscript Rating to Author
 Use Overall Editor Manuscript Rating

Configuration for Authors

- Next – again in Policy Manager – you can choose to make the individual manuscript rating questions visible
- Go to Policy Manager < Match Review Forms to Article Types and Reviewer Roles
- You can either make individual questions visible, or make all of the questions visible to the 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.

Reviewer Role	Reviewer	Statistical Reviewer
Article Type		
A new article type	New: <input type="text" value="Sample Form 1"/> <input type="button" value="v"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions Select <input type="checkbox"/> Display Responses to Author Revised: <input type="text" value="Sample Form 1"/> <input type="button" value="v"/>	New: <input type="text" value="Default Review Form"/> <input type="button" value="v"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions Select <input type="checkbox"/> Display Responses to Author Revised: <input type="text" value="Default Review Form"/> <input type="button" value="v"/>

Configuration for Authors

- Finally – again in Policy Manager – you can choose to make the responses to custom questions visible to the Author
- Go to Policy Manager < Create/Edit Review Forms
- Tick the box next to each question that you would like to make visible to the Author

Edit Review Form

Review Form Name:

Custom Review Questions

Order	Question	Required for Submission	Visible to Other Reviewers	Visible to Author	Actions
<input type="text" value="1"/>	What is the Question?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove
<input type="text" value="2"/>	Are the conclusions valid from the data presented?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove

The Reviewer's View

- Traditionally, single blind review allows the Reviewer to see the Author's name, but not the details of the other reviewers
- The Reviewer Role Manager permission 'View Un-Blinded Comments' gives access to un-blinded reviews after the Author Notification letter has been sent
- Open Peer Review is based on Reviewer Role Manager permission 'View Un-blinded Reviews for Open Peer Review' and allows the Reviewer to see the other Reviewers' names as well

The Reviewer's View

For Open Peer Review, at invitation, Reviewers have access to:

- Un-blinded completed reviews for prior revisions
- Un-blinded completed reviews for the current revision
- Decision letters for all revisions
- Un-blinded Attachments for all revisions (if configured as available to other reviewers)

The Reviewer's View

Reviewers can access the un-blinded reviews in:

- New Invitations folder
- Pending Assignments folder
- Completed Assignments folder
- Submit Recommendation and Comments page (i.e. on the Review Form)
- View Reviewer Comments page
- View Individual Reviewer Comments page
- View Attachments page

The Reviewer's View

- The links to view attachments, comments and the decision letter are available earlier in the review process

New Reviewer Invitations for Rebecca Reviewer					
You have been invited to review the following manuscripts. Please Agree to review or Decline to review the manuscript.					
Page: 1 of 1 (1 total submissions)					Display 10
Action	Manuscript Number	Article Type	Article Title	Current Status	Date Reviewer Invited
View Abstract View Attachments Discussion Agree to Review Decline to Review View Reviewer Comments View Decision Letter Send E-mail	DEMODK122-2016-00629R1	Original Study (demo)	Reviewers can see unblinded reviews on this paper.	Under Review	Jun 5 2016 1:53PM

The Reviewer's View

- The Reviewer can also see un-blinded versions of any reviews that were submitted for the original version of a revised manuscript

**View Reviewer Comments for Manuscript
DEMODK122-2016-00629R1**
"Reviewers can see unblinded reviews on this paper."

Click the Reviewer recommendation term to view the Reviewer comments.

	Revision 1	Original Submission
Rebecca Reviewer (Reviewer 1)	Reviewer Invited	Major Revision
Randy Reviewer (Reviewer 2)	Accept	Minor Revision
Robert Reviewer (Reviewer 3)	Reviewer Invited	Accept
Author Decision Letter		Revise

Close

The Reviewer's View

- Clicking on the Reviewer recommendation opens the full, un-blinded review

[Close](#)

DEMOK122-2016-00629R1
"Reviewers can see unblinded reviews on this paper."
Revision 1

Rebecca Reviewer (Reviewer 1)

Reviewer Recommendation Term:	Accept
Overall Reviewer Manuscript Rating:	N/A
Custom Review Question(s)	Response
Are you willing to review the revision of this manuscript?	
Custom Reviewer Question #1	Custom Reviewer Answer #1
Custom Question #2	Custom Reviewer Answer #1
1. Is the manuscript technically sound, and do the data support the conclusions?	Yes

Manuscript Rating Question(s):	Scale	Rating
The subject addressed in this article is worthy of investigation.	[1-3]	2
The information presented was new.	[1-5]	3
The conclusions were supported by the data.	[1-10]	5

Comments to Editor:

Reviewer comments to editor

Comments to Author:

Reviewer comments to author

The Reviewer's View

- The Attachments page is also un-blinded

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

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

Configuration for Reviewers

- Configured in Role Manager

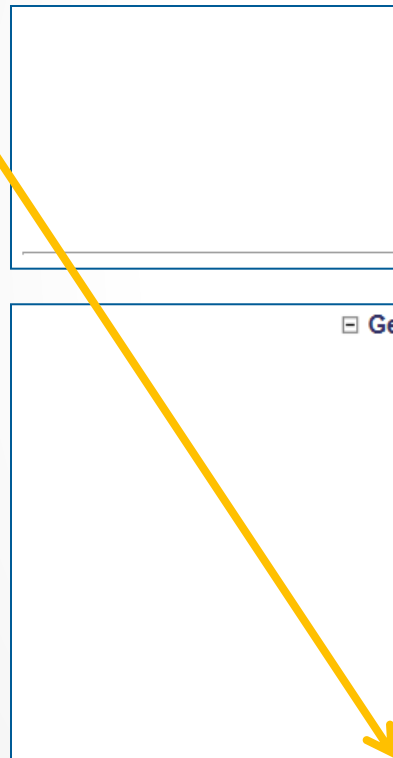
Edit Role Definition

Role Name:*
Maximum Role name is 40 characters.

Check the functions that this role is permitted to perform.

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



Open Peer Review Merge Fields

%OPEN_INDIVIDUAL_REVIEWER_COMMENTS_TO_AUTHOR%

%OPEN_LINKED_REVIEWER_COMMENTS_TO_AUTHOR%

%OPEN_LINKED_REVIEWER_COMMENTS_TO_EDITOR%

%OPEN_LINKED_REVIEWER_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR%

%OPEN_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR%

%OPEN_REVIEWER_COMMENTS_TO_AUTHOR%

%OPEN_REVIEWER_COMMENTS_TO_EDITOR%

%OPEN_REVIEWER_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR%

%OPEN_REVIEW_QUESTIONS_AND_RESPONSES%

%OPEN_ALL_RESPONSES_AND_INDIVIDUAL_COMMENTS_TO_AUTHOR%

Transferring Reviews

- Review Information can be transferred from one EM journal to another EM journal
- Review Information can be transferred from an EM journal to a non-EM journal
- Reviewers are asked at time of review if information may be transferred:
 1. If this submission is transferred to another publication, do we have your consent to include your identifying information?
 2. If this submission is transferred to another publication, do we have your consent to include your review?If yes to both of the above, a third question appears:
 3. 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?

Transferring Reviews

Reviewer Recommendation and Comments for Manuscript Number DEMO-100-81

Open Peer Review - what's next on the horizon

Original Submission
Betsy Ross (Reviewer 1)

Recommendation Overall Manuscript Rating (1-100)

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

* 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?

Please Select Response Yes No

Transferring Reviews

- For EM to EM transfers, the transferred information is available via the 'View Transferred Information' and 'View Transferred Decision Letter' Action Links

Transferred Submissions - Dmitri Khodjakov, Ph.D.

Contents: These submissions have been transferred from another publication. Please Use the "E" submission back to the Author to do so. After the PDF is built and approved, the submission will remain here pending other communications. When the submission is ready for the usual workflow, use the new submission. Use the up/down arrows to change the sort order.

Page: 1 of 1 (2 total submissions)

Action ▲	Article Type ▲▼	Section/Category ▲▼	Article Title ▲▼
Details ▾ History View Transferred Information View Transferred Decision Letter File Inventory Edit Submission Send Back to Author Remove Submission Send E-mail			Duplicate Submission Check

Viewing Transferred Information

Transferred Information for "Open Peer Review - what's next on the horizon"

Transferred from BH Demo 11.2

[Close](#) [Print](#)

[Only Show Transferred Reviews](#)

Original Submission

Daisey Duke (Corresponding Author)
[View Transferred Submission](#)
[View Transferred Decision Letter](#)

Reviewer 1

Betsy Ross

North Andover MA
UNITED STATES
trash402@ariessc.com

Recommendation: Major Revisions Needed
Overall Reviewer Manuscript Rating:
Date Reviewer Invited: 31 Dec 2014
Date Review Completed: 31 Dec 2014

Transfer Authorization Questions	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
What is the Question?	
Please complete the phrase: "Round and round the mulberry bush..."	
On what date did you complete your review of this manuscript?	Wednesday, December 31, 2014
How much would you be willing to pay for a reprint of this manuscript?	None
Please detail any logical fallacies or misleading statistics used in this study.	1
Is this manuscript a candidate for fast-tracking?	3
Please rate the manuscript.	0
Are the conclusions valid from the data presented?	0
yes/no/text	0
another yes/no/text	0
minimum field length 25	a few words here about words

Reviewer Blind Comments to Author:
I know that you can see these.

Reviewer Confidential Comments to Editor:

Reviewer 2

(This Reviewer declined to transfer identifying information.)

Recommendation: Major Revisions Needed
Overall Reviewer Manuscript Rating:
Date Reviewer Invited: 31 Dec 2014
Date Review Completed: 31 Dec 2014

Transfer Authorization Questions	Response
If this submission is transferred to another publication, do we have your consent to include your identifying information?	No
If this submission is transferred to another publication, do we have your consent to include your review?	Yes

Custom Review Question(s)	Response
What is the Question?	
Please complete the phrase: "Round and round the mulberry bush..."	
On what date did you complete your review of this manuscript?	Friday, December 26, 2014
How much would you be willing to pay for a reprint of this manuscript?	3.50000
Please detail any logical fallacies or misleading statistics used in this study.	None that I am aware of
Is this manuscript a candidate for fast-tracking?	0
Please rate the manuscript.	1
Are the conclusions valid from the data presented?	0
yes/no/text	0
another yes/no/text	0
minimum field length 25	There is a minimum here...

Reviewer Blind Comments to Author:
These are additional comments

Reviewer Confidential Comments to Editor:

Reviewer 3

(This Reviewer declined to transfer identifying information.)

Date Reviewer Invited: 31 Dec 2014
Date Review Completed: 31 Dec 2014

Transfer Authorization Questions	Response
If this submission is transferred to another publication, do we have your consent to include your identifying information?	No
If this submission is transferred to another publication, do we have your consent to include your review?	No

[Close](#) [Print](#)

Viewing Transferred Information

- Transferred Reviews are **read only** in receiving journal
 - Reviewer records are not created for each transferred review / reviewer
- Not directly available to Author or Reviewers on receiving site, BUT can be copy/pasted into letters
- A %TRANSFERRED_REVIEWS% merge field can be included in the Transfer Letter deposited in receiving journal
- Lastly, review information from Journal A only goes from A to B, not on to C. Review information from B would go to C, but not to D, etc.

Reviewer Discussion Forums



Reviewer Discussion Forums

- Expands existing Discussion Forum functionality to allow Reviewers and Editors to participate in discussion
- Discussion automatically initiates when an Editor is assigned to handle a submission
- Editor and Special Relationship Editor added to the discussion automatically
- Reviewers are added to the discussion when they agree to review
- Reviewers can only participate in a discussion after they submit a review

Reviewer Discussion Forums

Discussion for Manuscript Number: DEMODK122-2016-00632
 Amy Author
 "Paper for Reviewer Discussion"

Cancel Save and Close Conclude Discussion

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

Topic: Discussion among reviewers

Comments:

View/Print All

Empty comment input box.

Participant	Comments	Date
Dmitri Khodjakov, Ph.D.	Please review the manuscript, and use this space to discuss among (more...)	Jun 06 2016 09:10AM

Post

Add Participants

Editor Participants

Editor Participant	Role	# Posts	Latest Post	Participant Status	View Reviews and Comments	Download Files	View Draft Decision Letter	
Claire Chief	Editor-in-Chief	0		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Send E-mail
Dmitri Khodjakov, Ph.D.	Managing Editor	1	Jun 06 2016 09:10AM	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Send E-mail

Reviewer Participants

Reviewer Participant	Role	# Posts	Latest Post	Participant Status	Reviewer Number	Complete Reviews Submitted for Versions	Status of Most Recent Review Assignment	
Randy Reviewer	Temporary Reviewer	0		Active	Reviewer 2	R0	R0: Review Complete	Send E-mail
Robert Reviewer	Temporary Reviewer	0		Active	Reviewer 1	R0	R0: Review Complete	Send E-mail
Rebecca Reviewer	Reviewer	0		Inactive	Reviewer 3		R0: Agreed to Review	-

Cancel Save and Close Conclude Discussion

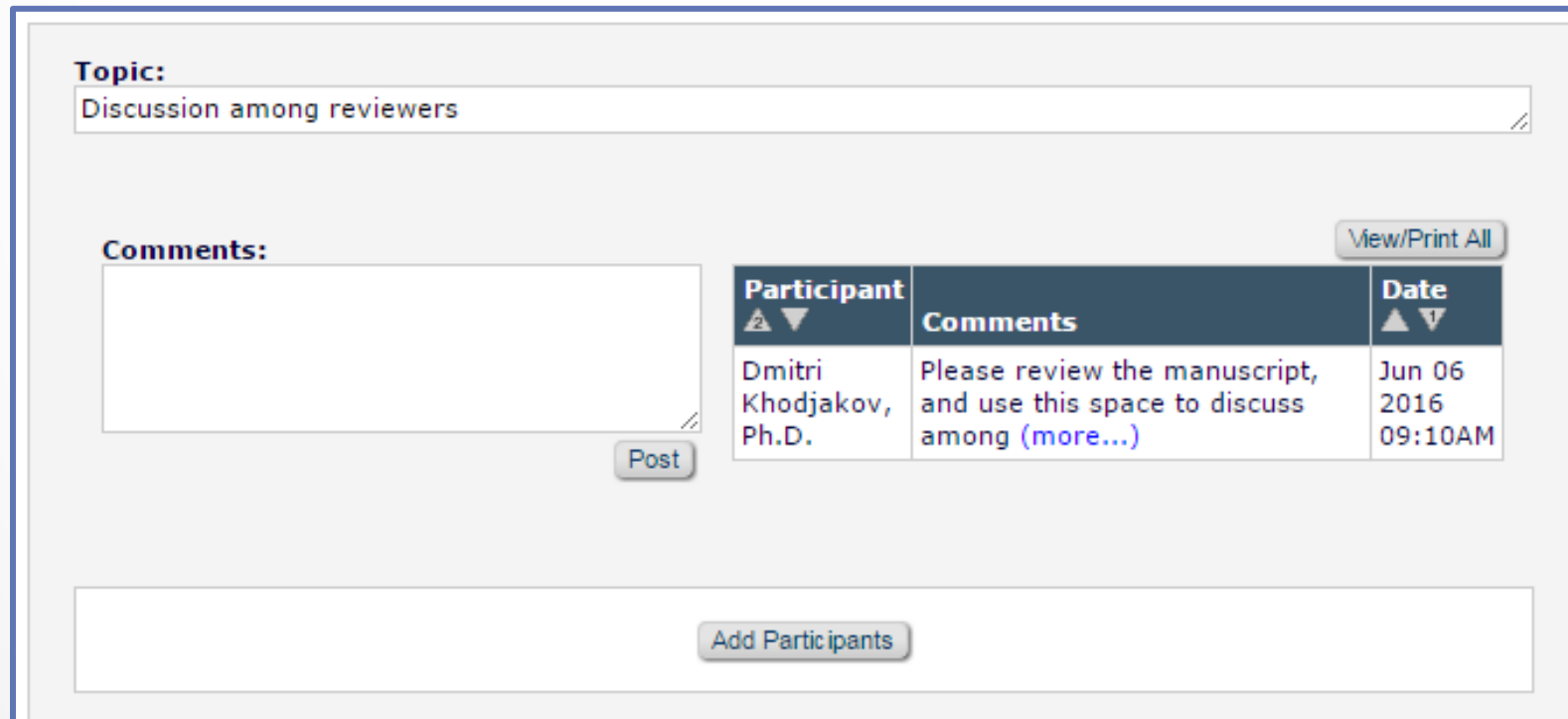
Reviewer Discussion Forums

- Reviewer participants appear in a separate section, below the Editors
- The link to 'Send E-Mail' is only active for Reviewers who have submitted a review

Reviewer Participants								
Reviewer Participant ▲▼	Role ▲▼	# Posts	Latest Post	Participant Status ▲▼	Reviewer Number ▲▼	Complete Reviews Submitted for Versions ▲▼	Status of Most Recent Review Assignment ▲▼	
Randy Reviewer ▾	Temporary Reviewer	1	Jun 06 2016 09:38AM	Active	Reviewer 2	R0	R0: Review Complete	Send E-mail
Robert Reviewer ▾	Temporary Reviewer	0		Active	Reviewer 1	R0	R0: Review Complete	Send E-mail
Rebecca Reviewer ▾ 😊	Reviewer	0		Inactive	Reviewer 3		R0: Partial Review Saved	-

Reviewer Discussion Forums

- The initial comments are automatically made visible when the discussion is initiated.
- Reviewers (with permission) are able to add new comments into the comments box and post them to the discussion



Topic:
Discussion among reviewers

Comments:

[View/Print All](#)

Participant	Comments	Date
Dmitri Khodjakov, Ph.D.	Please review the manuscript, and use this space to discuss among (more...)	Jun 06 2016 09:10AM

[Add Participants](#)

Reviewer Discussion Forums

- New comments that have been posted are displayed as part of the discussion, along with the Reviewer's name and Reviewer number

Topic: Discussion among reviewers

Comments:

Participant	Comments	Date
Randy Reviewer (Reviewer 2)	Some comments on this manuscript.	Jun 06 2016 09:38AM
Dmitri Khodjakov, Ph.D.	Please review the manuscript, and use this space to discuss among (more...)	Jun 06 2016 09:10AM

Reviewer Discussion Forums

- Discussion participants can be automatically notified when a new post is added to the discussion
- Merge fields can be used to include the comments in the letter
- A deep link can also be included in the letter to allow quick access to the discussion page

Re: Ms. No. DEMODK122-2016-00632
Paper for Reviewer Discussion

Dear Dr. Khodjakov,

A comment has been posted for the discussion you initiated.

The initial post was Please review the manuscript, and use this space to discuss among yourselves.

The new comment is:
Some comments on this manuscript.

Here is a deep link to the discussion: <http://demodk122.edmgr.com/l.asp?i=10370&l=6CHOBUD>

Thank you,

DK Demo 12.2

Reviewer Discussion Forums

- New Editors can also be invited to participate in the discussion

The screenshot displays a web interface for a reviewer discussion forum. At the top, there is a 'Topic:' field containing the text 'Discussion among reviewers'. Below this is a 'Comments:' section with a large text input area and a 'Post' button. To the right of the input area is a 'View/Print All' button. A table of comments is displayed, with columns for 'Participant', 'Comments', and 'Date'. The table contains two entries: one from 'Randy Reviewer (Reviewer 2)' and another from 'Dmitri Khodjakov, Ph.D.'. At the bottom of the interface, there is a white rectangular box containing an 'Add Participants' button, which is highlighted with a red border.

Participant	Comments	Date
Randy Reviewer (Reviewer 2)	Some comments on this manuscript.	Jun 06 2016 09:38AM
Dmitri Khodjakov, Ph.D.	Please review the manuscript, and use this space to discuss among (more...)	Jun 06 2016 09:10AM

Reviewer Discussion Forums

Add Participants to Discussion for Manuscript Number: DEMODK122-2016-00632
Amy Author
"Paper for Reviewer Discussion"

Topic	Discussion among reviewers and editors
Comments	Please participate in a discussion about this paper. It is currently out for review, and the reviewers will be participating in the discussion as well.

Editor Candidates

Page: 1 of 2 (14 total candidates)

1 2 >> >|

Display 10 results per page.

Select	Editor Role	Editor Name	Current Assignments	View Reviews and Comments	Download Files(source and companion)	View Draft Decision Letter	# Classification Matches	Classification Matches	Available during next 30 days
<input type="checkbox"/>	Associate Editor	Ann Associate	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Associate Editor	DiscussionTest Editor	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Associate Editor	IJRS Reviewer	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Deputy Editor	Emily Editor	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Deputy Editor	Emily2 Editor2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Deputy Editor	Emily3 Editor3	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes

Reviewer Discussion Forums

- The initiator can manage editor participants' permissions

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

Topic:
Discussion among reviewers

Comments: [View/Print All](#)

Participant	Comments	Date
Randy Reviewer (Reviewer 2)	Some comments on this manuscript.	Jun 06 2016 09:38AM
Dmitri Khodjakov, Ph.D.	Please review the manuscript, and use this space to discuss among (more...)	Jun 06 2016 09:10AM

[Add Participants](#)

Editor Participants

Editor Participant	Role	# Posts	Latest Post	Participant Status	View Reviews and Comments	Download Files	View Draft Decision Letter	
Claire Chief	Editor-in-Chief	0		Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Send E-mail
Dmitri Khodjakov, Ph.D.	Managing Editor	1	Jun 06 2016 09:10AM	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Send E-mail

Reviewer Discussions – Reviewer’s View

- Reviewers are able to view discussions after submitting a review

Completed Reviewer Assignments for Randy Reviewer			
Page: 1 of 1 (3 total assignments)			
Action ▲	My Reviewer Number ▲▼	Manuscript Number ▲▼	Article Type ▲▼
Discussion View Reviewer Comments Send E-mail	2	DEMOK122-2016-00632	Original Study (demo)
Discussion View Reviewer Comments View Attachments Send E-mail	2	DEMOK122-2016-00629R1	Original Study (demo)
Discussion View Reviewer Comments View Decision Letter View Attachments Send E-mail	2	DEMOK122-2016-00629	Original Study (demo)

Page: 1 of 1 (3 total assignments)

Reviewer Discussions – Reviewer's View

Discussion for Manuscript Number: DEMODK122-2016-00632
"Paper for Reviewer Discussion"

[Close](#)

[View Reviewer Comments](#)

Topic: Discussion among reviewers

Comments:

[View/Print All](#)

Participant ▲ ▼	Comments	Date ▲ ▼
Randy Reviewer (Reviewer 2)	Some comments on this manuscript.	Jun 06 2016 09:38AM
Dmitri Khodjakov, Ph.D.	Please review the manuscript, and use this space to discuss among (more...)	Jun 06 2016 09:10AM

[Close](#)

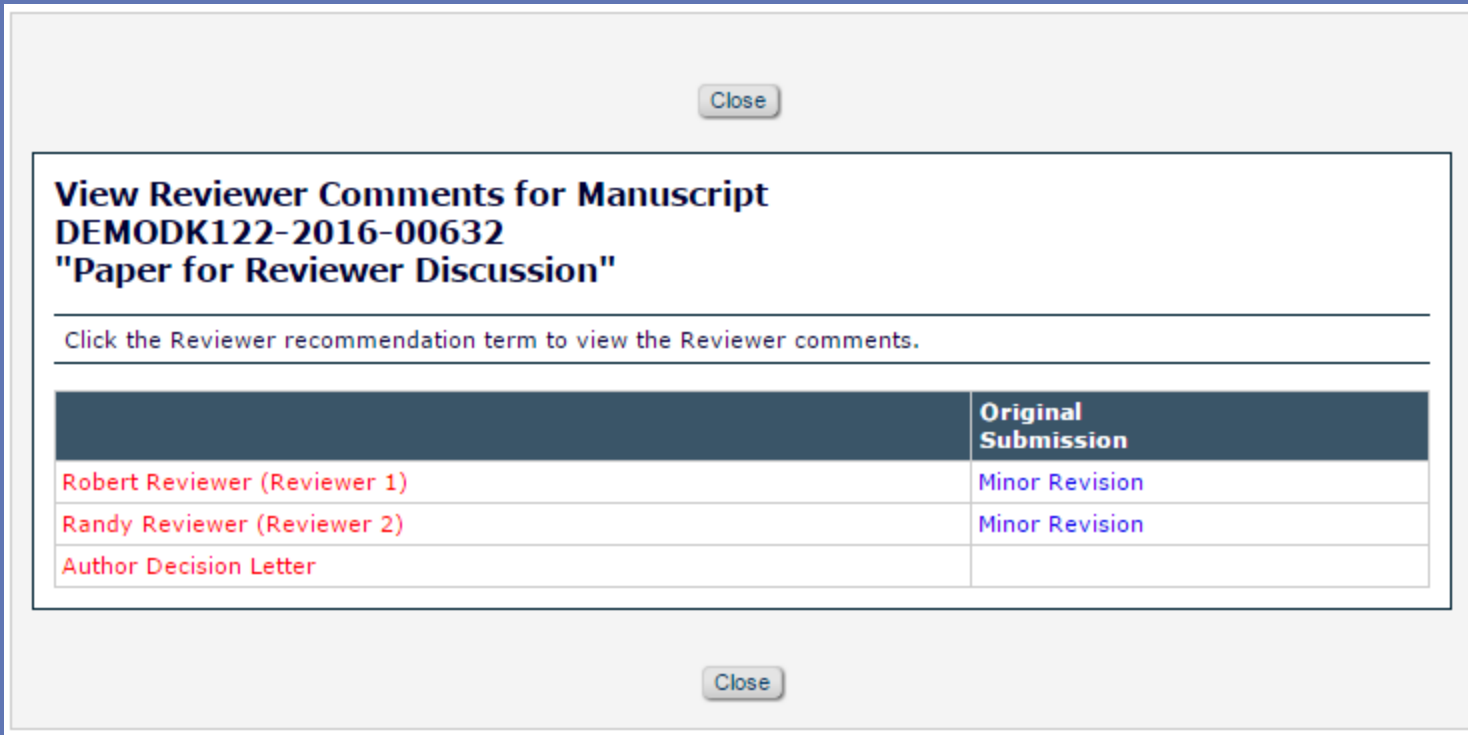
Reviewer Discussions – Reviewer's View

- Reviewers can view reviewer comments from the discussion forum window



Reviewer Discussions – Reviewer's View

- Reviewers with appropriate permission can view other reviewers' names and comments in the discussion forum



Close

**View Reviewer Comments for Manuscript
DEMODK122-2016-00632
"Paper for Reviewer Discussion"**

Click the Reviewer recommendation term to view the Reviewer comments.

	Original Submission
Robert Reviewer (Reviewer 1)	Minor Revision
Randy Reviewer (Reviewer 2)	Minor Revision
Author Decision Letter	

Close

Configuring Reviewer Discussions

- Reviewer Discussion topic templates can be configured in Policy Manager < Configure Discussion Topic Templates

PolicyManager Main Menu

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

- ⊕ [Registration and Login Policies](#)
- ⊕ [Status Policies](#)
- ⊕ [Submission Policies](#)
- ⊕ [Questionnaire Policies](#)
- ⊕ [Additional Data Policies](#)
- ⊕ [Editor Assignment Policies](#)
- ⊕ [Reviewer and Editor Form Policies](#)
- ⊕ [E-mail and Letter Policies](#)
- ⊕ [General Policies](#)
- ⊖ [Discussion Forums](#)
 - [Configure Discussion Forum Settings](#)
 - [Configure Discussion Topic Templates](#)
 - [Configure Automatic Discussion Initiation](#)
- ⊕ [Linked Submissions Policies](#)
- ⊕ [Conference Submission Policies](#)
- ⊕ [Transmittal Policies](#)
- ⊕ [ProduXion Manager](#)

Configuring Reviewer Discussions

- Select the Template Name, Topic, and Initial Comments

Discussion Topic Template Type	Reviewer Consultation ▼	Open Special Character Palette
Discussion Topic Template Name	Reviewer Consultation	
'Initiate Discussion' Page Custom Instructions		
Topic	Discussion among reviewers	
	<input type="checkbox"/> Allow user to modify Topic name when initiating a discussion	
Initial Comments	Please review the manuscript, and use this space to discuss among yourselves.	
	<input type="checkbox"/> Allow user to modify Initial Comments when initiating a discussion	
Default Editor Partition		

Configuring Reviewer Discussions

- Choose which notifications the Reviewers will receive

Editor Discussion Letters	<p>Select the Letter to send asking Editors to participate:</p> <p>Discussion Forum Invitation ▼</p> <hr/> <p>Select the notification letter to send to Editors when comments are posted:</p> <p>Discussion Forum Notification ▼</p> <p><input type="radio"/> Notify discussion initiator only</p> <p><input checked="" type="radio"/> Notify all active Editor participants</p>
Reviewer Discussion Letters	<p>Select the Letter to send asking Reviewers to participate:</p> <p>Discussion Forum Invitation ▼</p> <hr/> <p>Select the notification letter to send to Reviewers when comments are posted.</p> <p>Discussion Forum Notification ▼</p>

Hide When you **Hide** a Discussion Topic Template, it will no longer be available for selection on the Initiate Discussion page.

Configuring Reviewer Discussions

- Discussions can be configured to be automatically initiated in Policy Manager < Configure Automatic Discussion Initiation

PolicyManager Main Menu

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

- ⊕ Registration and Login Policies
- ⊕ Status Policies
- ⊕ Submission Policies
- ⊕ Questionnaire Policies
- ⊕ Additional Data Policies
- ⊕ Editor Assignment Policies
- ⊕ Reviewer and Editor Form Policies
- ⊕ E-mail and Letter Policies
- ⊕ General Policies
- ⊖ Discussion Forums
 - [Configure Discussion Forum Settings](#)
 - [Configure Discussion Topic Templates](#)
 - [Configure Automatic Discussion Initiation](#)
- ⊕ Linked Submissions Policies
- ⊕ Conference Submission Policies
- ⊕ Transmittal Policies
- ⊕  ProduceXion Manager

Configuring Reviewer Discussions

- Choose the template to use for automatically initiated discussions

Configure Automatic Discussion Initiation

In the grid below, for each Article Type, you may specify the types of discussions to be opened automatically for a submission based on a Discussion Trigger. [\(more...\)](#)

Article Type	Discussion Trigger	Editor Agrees to Assignment	First Editor Confirmed
Original Study (demo)		<input type="checkbox"/> Initiate Editor Consultation Discussion Automatically Editor Roles: Select All Clear All Associate Editor Deputy Editor Editor-in-Chief Invited Editor Editor Consultation Topic Templates: Please Choose a Topic Template	<input checked="" type="checkbox"/> Initiate Reviewer Consultation Discussion Automatically Reviewer Consultation Topic Templates: Reviewer Consultation

Configuring Reviewer Discussions

- Custom Instructions and Deep Link settings can be configured in Policy Manager
Configure Discussion Forum Settings

The image shows two overlapping screenshots from a web application. The left screenshot is the 'PolicyManager Main Menu' with a tree view of settings. The right screenshot is the 'Configure Discussion Forum Settings' page.

PolicyManager Main Menu

Expand All Collapse All

- ⊕ Registration and Login Policies
- ⊕ Status Policies
- ⊕ Submission Policies
- ⊕ Questionnaire Policies
- ⊕ Additional Data Policies
- ⊕ Editor Assignment Policies
- ⊕ Reviewer and Editor Form Policies
- ⊕ E-mail and Letter Policies
- ⊕ General Policies
- ⊖ Discussion Forums
 - Configure Discussion Forum Settings
 - Configure Discussion Topic Templates
 - Configure Automatic Discussion Initiation
- ⊕ Linked Submissions Policies
- ⊕ Conference Submission Policies
- ⊕ Transmittal Policies
- ⊕ ProduXion Manager

Configure Discussion Forum Settings

Custom Instructions

[Open Special Character Palette](#)

Enter any instructions that you would like to appear on the Editor version of the Discussion page.

Custom instructions for editors

Enter any instructions that you would like to appear on the Reviewer version of the Discussion page.

Custom instructions for reviewers

Deep Link Expirations

Please specify how long the Discussion Deep Links (%DISCUSSION_DEEP_LINK% and %REVIEWER_DISCUSSION_DEEP_LINK%) remain active. To keep the links active indefinitely, do not check any of the boxes. If all boxes are checked, each link expires when the first criterion is met.

- Expire link after 1 clicks
- Expire link after 10 days
- Expire when discussion is concluded

Cancel Submit

Configuring Reviewer Discussions

- In Role Manager, permission can be given to view un-blinded reviews, and the other Reviewers' comments to the Author and Editor

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

Configuring Reviewer Discussions

- In Policy Manager < Create/Edit Review Forms, permission can be given to view the other Reviewers' responses to Custom Questions

Edit Review Form

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

Portion of Page Omitted

Custom Review Questions

Select Questions

Order	Question	Required for Submission	Visible to Other Reviewers	Visible to Author	Actions
<input type="checkbox"/> 1	Would you consider yourself an expert on the topic covered in this manuscript?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove
<input type="checkbox"/> 2	Does the evidence presented support the thesis?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove
<input type="checkbox"/> 3	Do you have any financial conflicts of interest in relation to the topics covered in this paper?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove
<input type="checkbox"/> 4	Summarize the main thesis in one sentence.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove
<input type="checkbox"/> 5	Confidential Comments to Editor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove

Questions?

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