

Reviewer Experience

Sebastian Atay

Account Coordinator satay@ariessys.com



Aim

- Overview
- Basic Configuration
- Blinding and Reviewers
- Reviewer Reminders & Reporting
- iThenticate
- Custom Review Questions
- Attachments



Sebastian Atay

[JOURNAL OF SA DEMO] An invitation to review Reviewer Experience Demonstration ... Dear Mx. Atay. We would like to invite you to review a manuscript for SA Demo 14.0.

15:05

Sebastian Atay

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

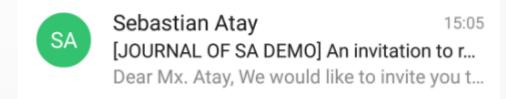
Sebastian Atay

[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...



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=TGPRG8BE *

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



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

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

Pending Reviewer Assignments for Seb Atay

Page: 1 of 1 (2 total assignments)

Displ

■ Action 🛕	My Reviewer Number	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Current Status	Date Reviewer Invited ▲♥	E F
View Submission Similar Articles in MEDLINE Submit Recommendation Send E-mail	1	DEMOSA140-D-17-00003	Rapid Communication	Reviewer Experience Demonstration Manuscript	Under Review	Dec 14 2017 10:05AM	D
View Submission Similar Articles in MEDLINE Submit Recommendation Send E-mail	1	DEMOSA122-D-16-00005	Rapid Communication 2	Test Paper no. 57	With Editor	Nov 23 2017 7:10AM	N

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

Reviewer Main Menu

My Review History

Review Assignments

New Reviewer Invitations (0)

Pending Assignments (2)

Completed Assignments (2)

My Review History - Seb Atay

Close

Current Review Statistics

Date Last Agreed	Reviews in Progress	Outstanding Invitations
Nov 23 2017 07:18AM	2	0

Historical Reviewer Invitation Statistics

Total	Agreed to	Declined to		Review Cancelled Before Agreeing
Invitations	Review	Review		to Review
7	4	1	2	0

Historical Reviewer Performance Summary

Total Completed Reviews	Submitted on Time			Review Cancelled After Agreeing to Review	Date Last Review Completed
2	2	0	0	0	Sep 08 2016 03:07PM

Historical Reviewer Averages

Days to Respond to Invitation	Days to Complete Review	Days Late	# of Reminders	Manuscript Rating
0	0	-10	0	0.00

Reviewer Recommendation Summary	
New Term:	2
New Term 2:	0
New Term 3:	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
DEMOSA122-D- 16-00003	Nov 23 2017 07:14AM	Nov 23 2017 07:18AM	Nov 30 2017 11:59PM	0	0		0	Dirk Strider
DEMOSA122-D- 16-00005	Nov 23 2017 07:10AM	Nov 23 2017 07:10AM	Nov 30 2017 11:59PM	0	0		0	Dirk Strider

Completed Reviews

MS Number	Date Invited	Date Agreed	Date Completed	Days Late	# of Reminders	Recommendation	MS Rating
DEMOSA130-D-16- 00008	Sep 08 2016 02:44PM	Sep 08 2016 02:45PM	Sep 08 2016 02:46PM	0	0	New Term	
DEMOSA130-D-16- 00009	Sep 08 2016 02:53PM	Sep 08 2016 02:53PM	Sep 08 2016 03:07PM	0	0	New Term	

Declined Reviews

MS Number	Date Invited	Date Declined
DEMOSA102-D-14-00006	Jan 27 2015 06:01AM	Jan 27 2015 06:03AM

Un-invited Before Agreeing to Review

MS Number	Date Invited	Date Un-invited
DEMOSA101-D-14-00003R2	Oct 13 2015 08:29AM	Oct 19 2015 01:38AM
DEMOSA140-D-17-00001	Sep 11 2017 03:53AM	Sep 15 2017 01:49AM

Reviewer Main Menu

My Review History

Review Assignments

New Reviewer Invitations (0)

Pending Assignments (2)

Completed Assignments (2)

Pending Reviewer Assignments for Seb Atay

Page: 1 of 1 (2 total assignments)

Displ

■ Action 🛕	My Reviewer Number	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Current Status	Date Reviewer Invited ▲♥	E F
View Submission Similar Articles in MEDLINE Submit Recommendation Send E-mail	1	DEMOSA140-D-17-00003	Rapid Communication	Reviewer Experience Demonstration Manuscript	Under Review	Dec 14 2017 10:05AM	C
View Submission Similar Articles in MEDLINE Submit Recommendation Send E-mail	1	DEMOSA122-D-16-00005	Rapid Communication 2	Test Paper no. 57	With Editor	Nov 23 2017 7:10AM	N

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 ▲▼	Fir Di:
View Reviewer Comments View Decision Letter Similar Articles in MEDLINE Send E-mail	1	DEMOSA130-D-16-00009	Commentary	RR workflow test - STAGE TWO	Accept	
View Reviewer Comments View Decision Letter Similar Articles in MEDLINE Send E-mail	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

PolicyManager Main Menu Expand All Collapse All ■ Registration and Login Policies **H** Status Policies **3 Submission Policies ① 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

		\Box
Reviewer Invitation	Editorial Board - Reviewer Assigned (Not Invited)	(
	Reviewer - Reviewer Assigned (Not Invited)	
Reviewer Invitation	Editorial Board - Re-open Review	(
	Reviewer - Re-open Review	
Reviewer Invitation	Editorial Board - Reviewer Invited	(
	Editorial Board - Promote Alternate Reviewers	
	Reviewer - Reviewer Invited	
	Reviewer - Promote Alternate Reviewers	
		Reviewer - Reviewer Assigned (Not Invited) Reviewer Invitation Editorial Board - Re-open Review Reviewer - Re-open Review Reviewer Invitation Editorial Board - Reviewer Invited Editorial Board - Promote Alternate Reviewers Reviewer - Reviewer Invited

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% *

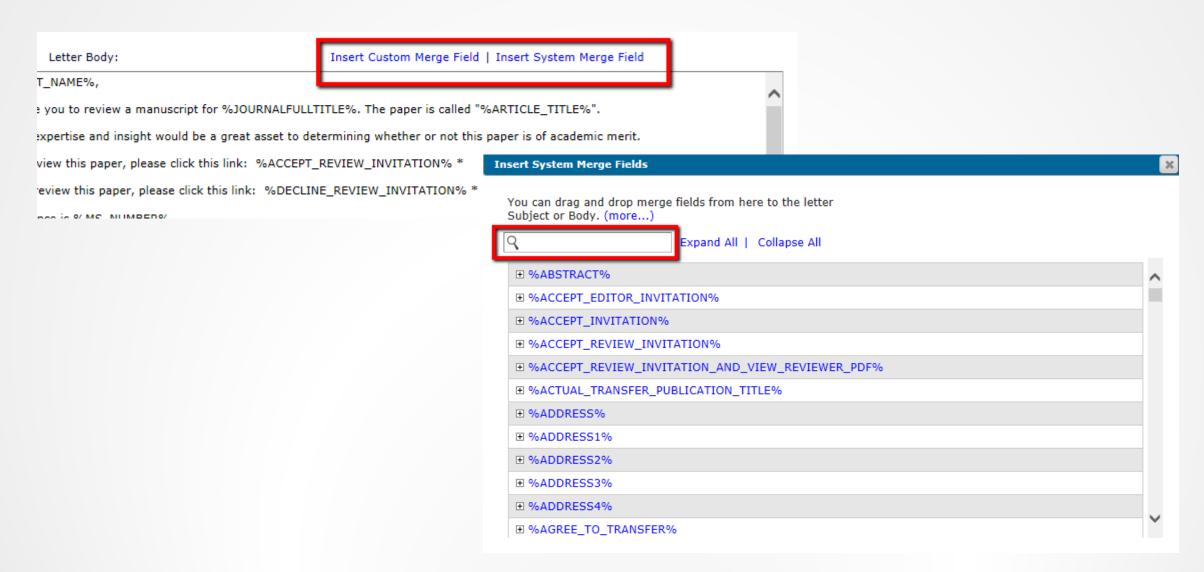
If you do not wish to review this paper, please click this link: %DECLINE_REVIEW_INVITATION% *

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%



Reviewer Changed Due Date Confirmation	General	Editorial Board - Review Due Date Changed Reviewer - Review Due Date Changed	(Edit	0	Edit	Remove Hide
Reviewer Instructions and Due Date	General	Editorial Board - Reviewer Agree Reviewer - Reviewer Agree	(Edit	0	Edit	Remove Hide
Reviewer Invitation Declined	General	Editorial Board - Reviewer Decline Reviewer - Reviewer Decline	(Edit	0	Edit	Remove Hide
Reviewer Thank You	General	Editorial Board - Review Assignment Completed Reviewer - Review Assignment Completed	(Edit	0	Edit	Remove Hide
Reviewer Uninvited Notice	General	Editorial Board - Un-invite Reviewers Before Agreeing to Review Editorial Board - Un-assign Reviewers After Agreeing to Review Reviewer - Un-invite Reviewers Before Agreeing to Review Reviewer - Un-assign Reviewers After Agreeing to Review	•	Edit	0	Edit	Remove Hide

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%

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

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 3 clicks

✓ Expire link after 30 days

Cancel Submit

- **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

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

□ 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

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

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

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

"Journal of Demonstration" <trash1@ariess

□ General Policies Set Manuscrip

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

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).

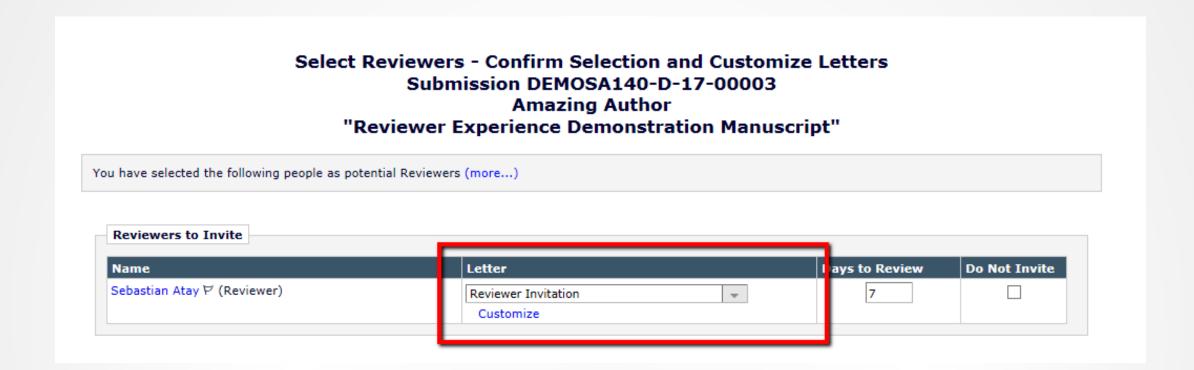
Note: In order to use this feature, letters must be also be configured to be sent at the appropriate juncture.

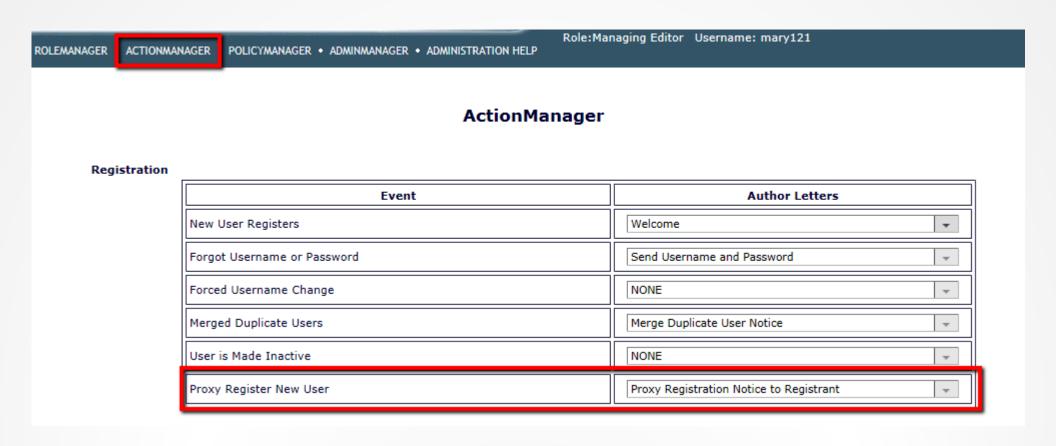
Cancel Submit

	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)
V	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?





PDF Reverted by Editor	General	Associate Editor - Revert Edited Submission Editor in Chief - Revert Edited Submission Managing Editor - Revert Edited Submission	•	Edit
Proxy Registration Notice to Registrant	General	Author - Proxy Register New User	•	Edit
Publisher Notification of Accepted Conf. Abst.	General	Publisher - Final Disposition - Accept and Transmit Conference Submission	•	Edit
Publisher Notification of Accepted Manuscript	General	Publisher - Final Disposition - Accept on Submission Publisher - Final Disposition - Accept	•	Edit
Reviewer Changed Due Date Confirmation	General	Editorial Board - Review Due Date Changed	•	Edit

Configuration - Emails

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%

Permissions for New Reviewer Invitations						
☐ View Abstract Text						
Download Manuscript (Reviewer PDF)						
Download Submission Item Special Dataset	₩					
☐ View Corresponding Author and Affiliation						
☐ View All Authors and Their Affiliations						
☐ View Keywords						
☐ View Document Classifications						

F	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
	☐
	☑

- □ Permissions for Completed Assignments Only
 - ✓ View Final Disposition
 - View Un-Blinded Comments

□ 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 O 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

Reviewer Reminder Reports

Reviewer Invited - No Response Report

Reviewer Reminder Report

Automated Reviewer Reminder Report

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 Reminder Report

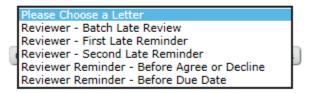


Send Reminder	Manuscript Number	Article Type	Manuscript Title	Reviewer Name	Handling Editor Name	_	_	Date Reviewer Agreed	Date Review Due	Days Until Review Due	Date Last Reminder Sent	Total Elapsed Days	Total # Reminders Sent	Invitation	Reminders Sent Before Due Date	# Reminders Sent After Due Date
	DEMOSA122- D-16-00005 Details ♥ ❤ History	Communication	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
	DEMOSA122- D-16-00003 Details ゼ History	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

Send Reviewer Reminder E-mail Select a letter to send to the Reviewers. Please Choose a Letter Cancel Customize Letter Send Reminders

Send Reviewer Reminder E-mail

Select a letter to send to the Reviewers.



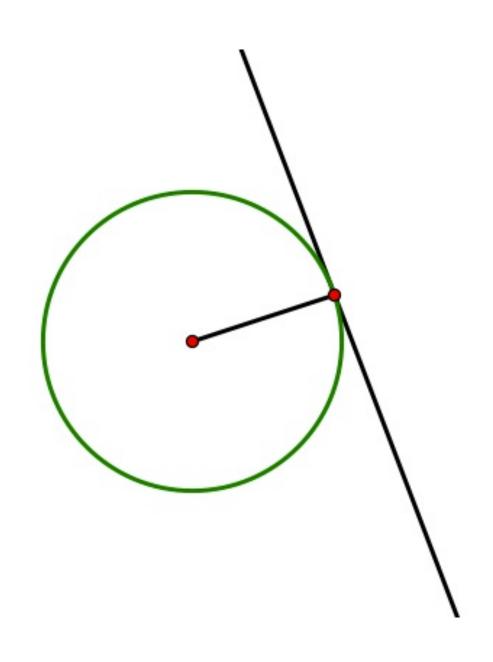
Reviewer Reminder Report - Customize Letters

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	Reviewer - First Late Reminder	

Cancel Send All Letters



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)

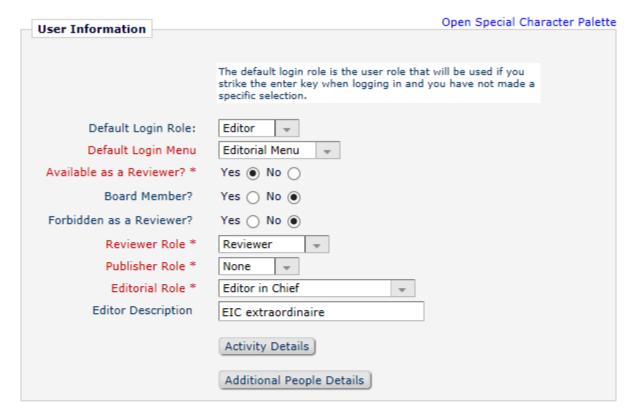
Last Modified: Sep 07 2016 10:16AM

Inactivate this User

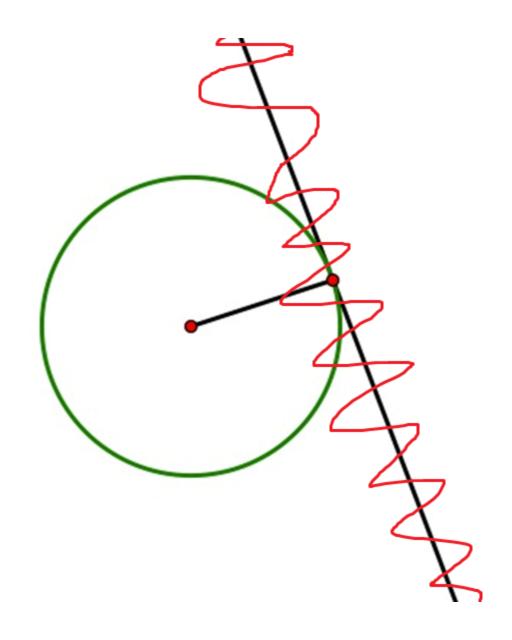
Send Login Details

**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



Personal Information		
Title		(Mr., Mrs., Dr., etc.)
Given/First Name *	Dirk	
Middle Name		
Family/Last Name *	Strider	
Degree		(Ph.D., M.D., etc.)



Reminder Type:	No Response. Send Reminder: Send an automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly 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 terminate								
	O Reminder Before Due Date: Send an automated reminder e-mail for reviews that are exactly 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.								
	O Reminder Past Due Date: Send an automated reminder e-mail for reviews that are exactly 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 invisubmitted their review.								
Reviewer Role:	(All Reviewers)							
Handling Editor:	(All Editors)							
Reminder Name:	Insert Special Character							
	Maximum 200 characters							
Reminder Letter:	Please Choose an Automated Reminder Letti							
	ult 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 items in the selection box. On a Mac, the 'Command' key is used while using the mouse to click the desired items.							
Article Type:	Rapid Communication Rapid Communication 2 Rapid Classification Original Study Select All Clear All							
Section/Category:	Clinical Section (hidden) Basic Science Section (hidden) Epidemiology Section (hidden)							

Save as Automated Reminder

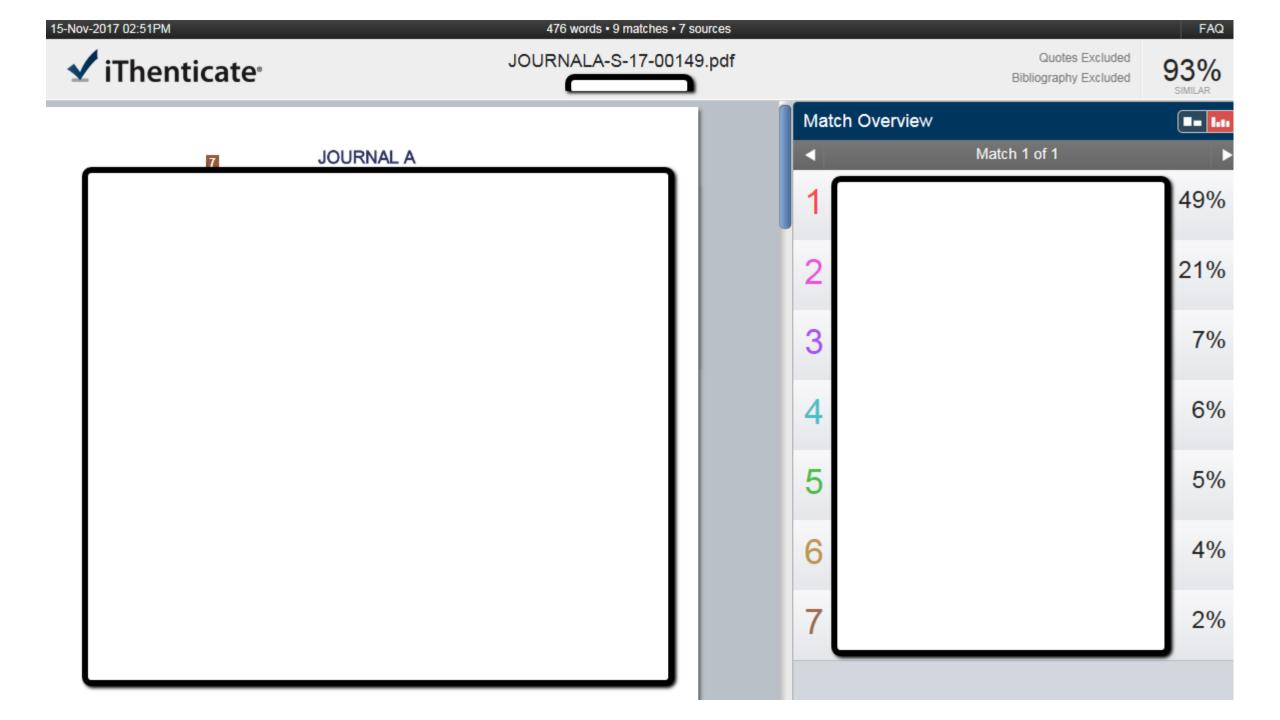
Reviewer - Batch Late Review	Reviewer Reminder
Reviewer - First Late Reminder	Reviewer Reminder
Reviewer - Second Late Reminder	Reviewer Reminder
Reviewer Reminder - Before Agree or Decline	Reviewer Reminder
Reviewer Reminder - Before Due Date	Reviewer Reminder



iThenticate

iThenticate

Pending Reviewer Assignments for Emily Ch	nin	
	Page: 1 of 1 (2 total assignmer
■ Action 🛦	My Reviewer Number ▲▼	Manuscript Number ▲▼
View Submission	2	JOURNALA-D-17-
Similarity Check/iThenticate Results (93%)		
View Linked References Google Scholar Title Search PubMed Classifications Google Scholar Author Search Submit Recommendation Send E-mail		
View Submission	2	JOURNALA-D-17-
Similarity Check/iThenticate Results (69%)		
Google Scholar Title Search PubMed Classifications Google Scholar Author Search Submit Recommendation		



iThenticate - Config

iThenticate - Config

□ Submission Policies

Edit Article Types

Edit Submission Items

Configure Color Codes for Companion Files

Edit Sections/Categories

Set Classifications Display Policy

Edit Classifications

Edit Request Authenticated ORCID iD Instructions

Define PDF Cover Page Layouts

Configure PDF Watermarks

Select Author's Reviewer Preferences

Set Request Editor or Assign Editor Display Options

Edit Manuscript Geographic Region of Origin

Edit Manuscript Submission Instructions

Configure Instructions for New Submission Redirect

Configure Manuscript Services Icon

Set Maximum Size of Uploaded File

Set Other Author Parameters

Configure Contributor Roles

Set Revision File Selection Option

Configure Duplicate Submission Check

Configure Technical Check

Configure Similarity Check

Configure checkCIF

Configure Bibliometric Intelligence

Configure Author Accept Checkbox

Configure Publication Charges Processing

iThenticate - Config

□ 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

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

Reviewer Recommendation and Comments for Manuscript Number DEMOSA122-D-16-00003
Test paper no. 55 Original Submission Seb Atay (Reviewer 1)
Recommendation: No Recommendation Voverall Manuscript Rating (1-100):
Logout of Editorial Manager Save & Submit Later Upload Reviewer Attachments Proof & Print Proceed
Reviewer Instructions

Pending Reviewer Assignments for Seb Atay

Page: 1 of 1 (2 total assignments)

■ Action 🛦		Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Ci Si
View Submission Circilos Artislos in MEDITME Submit Recommendation Send 2 mail	1	DEMOSA140-D-17-00003	Rapid Communication	Reviewer Experience Demonstration Manuscript	Ur
View Submission Similar Articles in MEDLINE Submit Recommendation Send E-mail	1	DEMOSA122-D-16-00005	Rapid Communication 2	Test Paper no. 57	W

Page: 1 of 1 (2 total assignments)

Reviewer Recommendation and Comments for Manuscript Number DEMOSA140-D-17-00003	003	
	Reviewer Experience Demonstration Manuscript Original Submission Seb Atay (Reviewer 1)	
Recommendati	ndation: No Recommendation Overall Manuscript Rating (1-100):	
Cancel Save &	ve & Submit Later Upload Reviewer Attachments Proof & Print Proceed	



							Reviewe	er Instru	ctions		
Review ((uestions										
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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:		
		~

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Reviewer Forms - Config

Reviewer Forms - Config



Reviewer Forms - Config

□ Reviewer and Editor Form Policies

Manuscript Rating Question Configuration

Edit Manuscript Rating Questions
Overall Manuscript Rating Question Settings
Edit Manuscript Rating Instructions

Daviewer Decommendation 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

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 <u>Remove</u> Edit Reject Edit

New Reviewer Recommendation Term:

Add



Reviewer Recommendation Policies

Edit Reviewer Recommendation Terms

Create/Edit Custom Review Ouestions

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



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Reviewer Recommendation Policies

Edit Deviewer Decommendation Terms

Create/Edit Custom Review Questions

create/Edit Keview Forms

Match Review Forms to Article Types and Reviewer Roles

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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	Actions
Is this paper adequately cited?	Edit
Reviewer Question 1	Remove Edit
Reviewer Question 2	Remove Edit
Is the methodology adequately described?	Edit

Add

Create/Edit Review Forms

Match Reviewer Forms to Article Types and Reviewer Roles

Return to PolicyManager

	Cancel Submit
uestion:	Insert Special Character
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nstructions for Reviewer Res	onse: Insert Special Character
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	nto Reviewer Invitation/Assignment Letters by the % _INDIVIDUAL_COMMENTS_TO_AUTHOR% merge field, for those reviews or for inclusion
Response Type:	Text
Minimum Field Length:	0
Maximum Field	(Must be less than or equal to the Maximum Field Length)
Length:	(A value from 1 to 200)
Default Value for	None
Field:	O Single Value (enter value below)
	Insert Special Character

Reviewer Recommendation Policies

Edit Reviewer Recommendation Terms

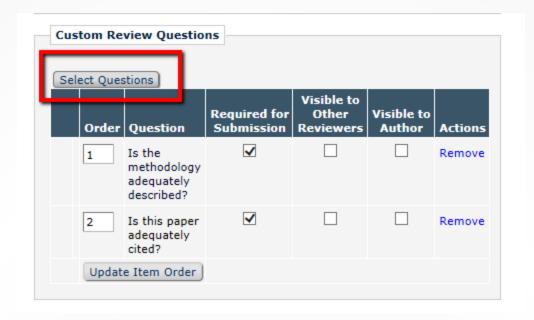
Create/Edit Custom Review Ouestions

Create/Edit Review Forms

Match Review Forms to Article Types and Reviewer Roles

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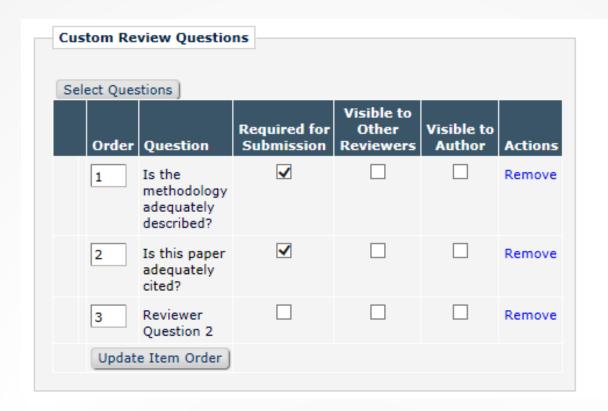


Select Custom Review Questions for Review Form

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 Is this paper adequately cited? Reviewer Question 1 Reviewer Question 2 Is the methodology adequately described? Add To Form Cancel



							Review	ver Instru	ictions		
Review Q	uestion)	5									
*Is the me	ethodolog	y adequ	ately des	cribed? (Limit 7 to	200 Ch	aracters)	[Instr	uctions]		Insert Special Character
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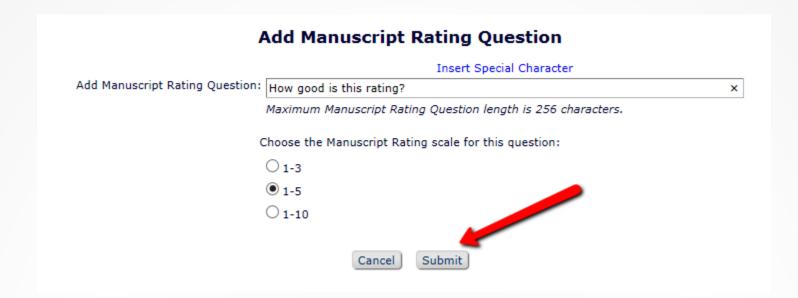
Edit Manuscript Rating Questions

- 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





Reviewer Recommendation Policies

Edit Reviewer Recommendation Terms

Create/Edit Custom Review Questions

Occile/Edit Notion Forms

Match Review Forms to Article Types and Reviewer Roles

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

Reviewer Role	Reviewer	Editorial Board
Article Type		
Rapid Communication	New: Default Review Form Use Manuscript Rating Questions Select Display Responses to Author Revised: Default Review Form	New: Default Review Form Use Manuscript Rating Questions Select Display Responses to Author Revised: Default Review Form
Rapid Communication 2	New: Default Review Form Use Manuscript Rating Questions Select Display Responses to Author Revised: Default Review Form	New: Default Review Form Use Manuscript Rating Questions Select Display Responses to Author Revised: Default Review Form
Rapid Classification	New: Default Review Form Use Manuscript Rating Questions Select Display Responses to Author Revised: Default Review Form	New: Default Review Form Use Manuscript Rating Questions Select Display Responses to Author Revised: Default Review Form
Original Study	New: Default Review Form ✓ Use Manuscript Rating Questions Select □ Display Responses to Author Revised: Default Review Form	New: Editorial Board Review Form Use Manuscript Rating Questions Select Display Responses to Author Revised: Default Review Form

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

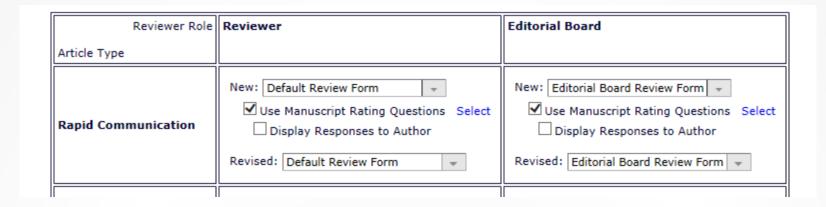
Display Manuscript Rating Question Responses to Author for all Reviewer Roles/Article Types

Reviewer Role	Reviewer	Editorial Board
Article Type		
Rapid Communication	New: Default Review Form Use Manuscript Rating Questions Display Responses to Author Revised: Default Review Form	New: Default Review Form Use Manuscript Rang Questions Select Display Readness to Author Revised: Parault Review Form
Rapid Communication 2	New: Default Review Form Use Manuscript Rating Questions Select Display Responses to Author Revised: Default Review Form	W: Default Review Form Use Manuscript Rating Questions Select Display Responses to Author Revised: Default Review Form
Rapid Classification	New: Default Review Form Use Manuscript Rating Questions Display Responses to Author Revised: Default Review Form	New: Default Review Form Use Manuscript Rating Questions Display Responses to Author Revised: Default Review Form
Original Study	New: Default Review Form Use Manuscript Rating Questions Display Responses to Author Revised: Default Review Form	New: Editorial Board Review Form Use Manuscript Rating Questions Select Display Responses to Author Revised: Default Review Form

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 A	All			
Select	Order	Manuscript Rating Question	Answering the	e Question is:
✓	1	A) The subject addressed in this article is worthy of investigation.	Required	Optional
✓	2	B) The information presented was new.	Required	Optional
✓	3	C) The conclusions were supported by the data.	Required	Optional
		D) How good is this rating?	Required	Optional
		Apply these Questions to All Reviewer Role / Article Type	pes	
		Cancel Submit		



Attachments

Attachments



Attachments

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Pending Reviewer Assign	ments for I	Roger Reviewer		
		Page: 1 of	1 (1 total assign	ment
■ Action 🛦	My Reviewer Number ▲▼	Manuscript Number ▲▼	Article Type ▲▼	Artic Title
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102	STARD - Reviewer	Jul 12 2017	0	Download
101	STARD - Author	Jul 12 2017	0	Download

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Questions?