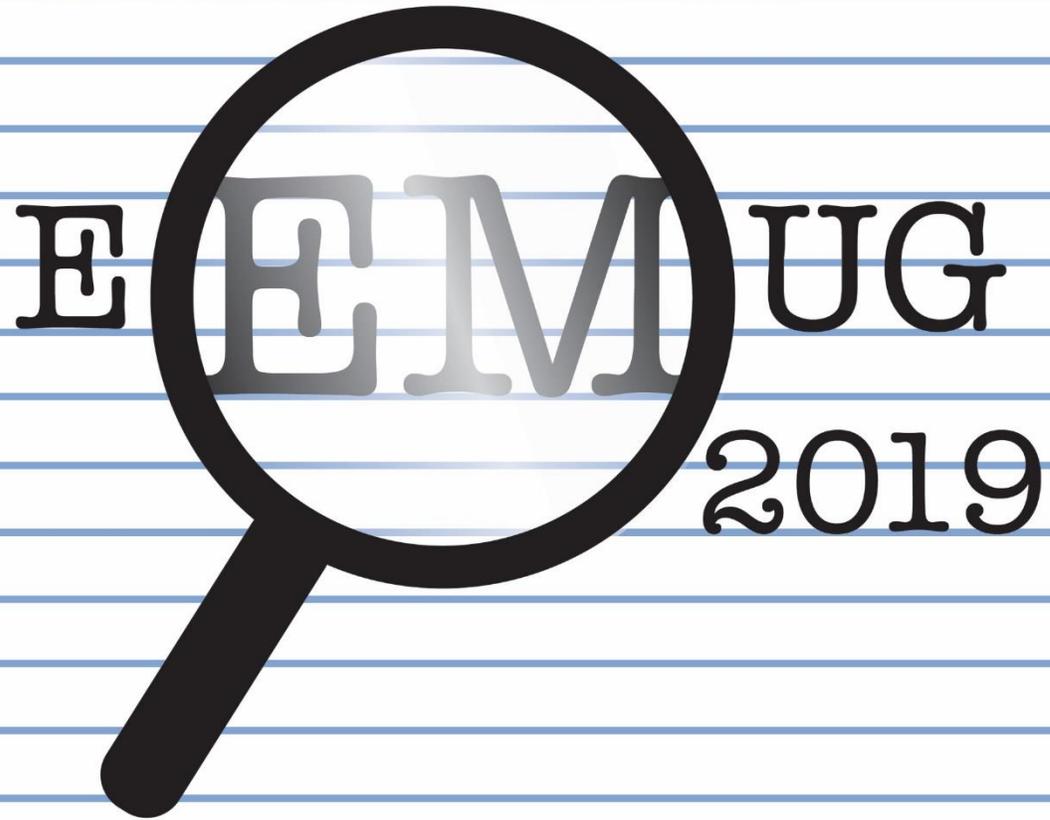
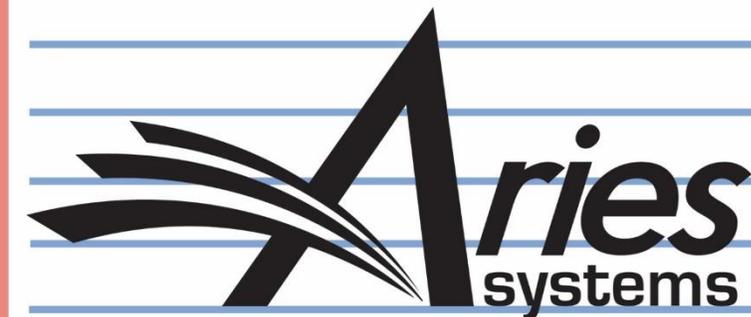


Welcome to



#EEMUG2019



Transparent and Open Peer Review

Hazel Winter, UK Account Coordinator,
hwinter@ariessys.com



Agenda

- Transparent and Open Peer Review
- Author and Reviewer Experience
- Transfer of Review Forms between Journals
- Reviewer Discussion Forums
- Questions?

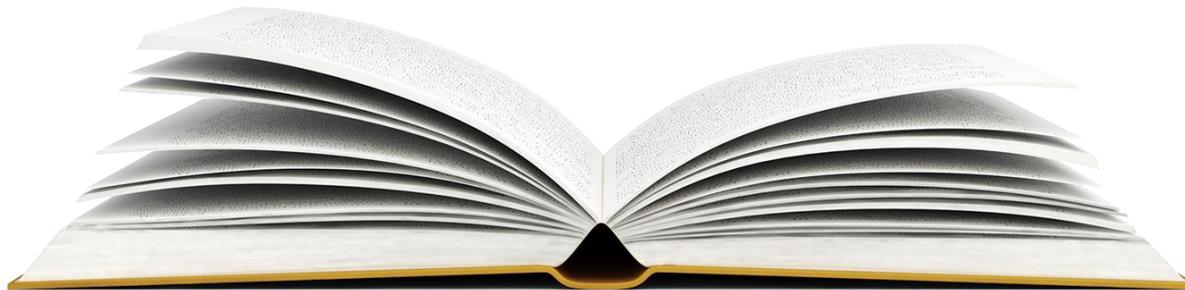


What on earth is Transparent Peer Review?



Transparent or Open?

- Transparency in peer review has been receiving increased focus over the past few years.
- In addition to being the theme of Peer Review Week 2018, several publishers signed an open letter pledging to facilitate transparent peer review through their publications (<http://asapbio.org/letter>).
- The phrases 'Transparent' and 'Open' peer review tend to be used interchangeably; however, it is important to mention the key differences.



Open or Transparent?

- **Open Peer Review:** discloses the identity of reviewers to authors, as well as authors to reviewers as part of the peer review process.
- **Transparent Peer Review:** the publication of review content alongside submitted articles.
- Transparent Peer Review can be open – however, the publication of reviewer identities is not required for transparent peer review.
- Editorial Manager supports Open Peer Review throughout the peer review process. We are evaluating ways to support transparent peer review.



Blinded or Open Peer Review: what's the difference?

Blinded Peer Review:

- Authors never see Reviewer names.
- Authors may be permitted to see blinded attachments from reviewers.
- Authors see “edited highlights” of the review form that are merged into a letter, never the whole thing.
- Reviewers do not see the comments their fellow reviewers have made until the final decision is made.

Open Peer Review:

- Authors sees Reviewer names.
- Authors can see unblinded attachments.
- Authors can see an unblinded individual review form outside of their decision letter (based on configuration).
- Reviewers can see other reviewers' comments before the final decision is made.



How can Open Peer Review be handled in EM?

- Editorial Manager can be configured to:
 - allow Authors to see Reviewer names and reviews.
 - allow Reviewers to see other Reviewer identities and comments earlier in the process.
 - transfer both reviews and Reviewer information to other publications when papers are transferred.



Open Peer Review for Authors



Options for Author Access to Unblinded Reviews 1/2

You can choose the point at which you grant an Author access to their reviews. The options are -

After **First Decision** in these folders:

- [Submissions Needing Revision](#)
- [Revisions Sent Back to Author](#)
- [Incomplete Submissions Being Revised](#)
- [Revisions Waiting For Author's Approval](#)
- [Revisions Being Processed](#)

Alternatively...



Options for Author Access to Unblinded Reviews 2/2

...you could allow the Author access **only** at the Final Decision stage, where they could view the reviews in the [Submissions With A Decision](#) folder.



What the Author Sees: View Reviewer Comments

Submissions with an Editorial Office Decision for Author Amy Winehouse

Page: 1 of 1 (1 total completed submissions)

Action	Manuscript Number	Title	Initial Date Submitted	Status Date	Current Status
View Submission View Reviewer Comments Author Response View Decision Letter Send E-mail	DEMOHWBeta-D-18-00011	English Dialects: A Consideration	Nov 02, 2018	Nov 02, 2018	Accept

- Action**
- [View Submission](#)
- [View Reviewer Comments](#)
- [Author Response](#)
- [View Decision Letter](#)
- [Send E-mail](#)



What the Author Sees: View Reviewer Comments I

Once the Author clicks the action link from the grid to view the comments, they can see the Reviewers' names.

View Reviewer Comments for Manuscript DEMOHWBeta-D-18-00011R1 "English Dialects: A Consideration"

Click the Reviewer recommendation term to view the Reviewer comments.

	Revision 1	Original Submission
Richard Reviewer (Reviewer 1)	(None)	Minor Revision
Amy Analyst (Reviewer 2)	(None)	Major Revision
Robert Reviewer (Reviewer 3)	(None)	Minor Revision
Author Decision Letter	Accept	Minor Revision



What the Author Sees: View Reviewer Comments 2

View Reviewer Comments for Manuscript
DEMOHWBeta-D-18-00011R1
"English Dialects: A Consideration"

Robert Reviewer (Reviewer 3)

Reviewer Recommendation Term:	Minor Revision
Overall Reviewer Manuscript Rating:	

Custom Review Question(s)	Response
Are you willing to review the revision of this manuscript?	Yes:
Can the author and other reviewers see my comments on this manuscript?	No

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]	4
The conclusions were supported by the data.	[1-10]	8

Comments to Author:

My comments to the author note that this manuscript needs minor revision.



What the Author Sees: Unblinded Attachments

Submissions Needing Revision for Author Frankie Hollywood

Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.

IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.  [Manuscript Services](#)

Page: 1 of 1 (1 total submissions)

Display results per page.

Action ▲▼	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Date Revision Due ▲▼	Status Date ▲▼	Current Status ▲▼	View Decision ▲▼
View Submission View Reviewer Comments File Inventory View Attachments Revise Submission Decline to Revise Send E-mail	DEMOHW150-D-18-00005R1	I am the greatest	Jul 17, 2018	Jan 05, 2019	Dec 06, 2018	Revise	Revise



Attachments for Manuscript Number DEMOHW150-D-18-00005 R1 "I am the greatest"

Action	Uploaded By	Description	File Name	File Size
Revision 1				
Download	Charles Critic (Reviewer 2)		Unblinded attachment 2.docx	11.6 KB
Download	Richard Reviewer (Reviewer 1)		Unblinded attachment 1.docx	11.6 KB

[Main Menu](#)



Configuring Open Peer Review for Authors



Configuration: Author Role 1/4

Start with your **Author role** first!

RoleManager > Author role > Allow Access to Reviewer Names and Reviews – choosing one of the sub-permissions **After Final Decision** or **After First 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

Send Ad Hoc E-mail



Configuration: Author Role 2/4

You can either display or hide all elements of the review form to Authors.

PolicyManager > Overall Manuscript Rating Question Settings > Display Reviewer Manuscript Rating to 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: Author Role 3/4

PolicyManager > Reviewer Recommendation Policies > Match Review Forms to Article Types and Reviewer Roles

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.

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

Reviewer Role	Reviewer	Technical Reviewer
Article Type		
Original Study	New: <input type="text" value="Default Review Form"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions Select <input checked="" 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 Select <input checked="" type="checkbox"/> Display Responses to Author Revised: <input type="text" value="Default Review Form"/>
Review	New: <input type="text" value="Default Review Form"/> <input checked="" type="checkbox"/> Use Manuscript Rating Questions Select <input checked="" 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 Select <input checked="" type="checkbox"/> Display Responses to Author Revised: <input type="text" value="Default Review Form"/>



Configuration: Author Role 4/4

PolicyManager > Reviewer Recommendation Policies > Create/Edit Review Forms

Create Review Forms

Default Review Form [Edit](#)

[Add New Review Form](#)

[Create/Edit Custom Review Questions](#)

Custom Review Questions

[Select Questions](#)

Order	Question	Required for Submission	Visible to Other Reviewers	Visible to Author	Actions
1	Are you willing to review the revision of this manuscript?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove
2	Can the author and other reviewers see my comments on this manuscript?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove

[Update Item Order](#)



Open Peer Review for Reviewers



Options for Reviewers in Open Peer Review

- In traditional peer review, the Reviewer RoleManager permission **“View Unblinded Comments”** is used. This gives access to unblinded reviews *after* the Author Notification letter is sent.
- Open Peer Review uses the RoleManager permission **“View Unblinded Reviews for Open Peer Review”**.



Options for Reviewers in Open Peer Review

At the invitation stage, Reviewers have more material they can access. They can see:

- Unblinded completed reviews for any prior revisions, **and**
- Unblinded completed reviews for the current revision
- Decision letters for all revisions of the manuscript
- Unblinded Attachments for all revisions – if these are configured to be available to other reviewers.



Options for Reviewers in Open Peer Review

The Reviewer can access unblinded Reviews in the following places:

- [New Invitations folder](#)
- [Pending Assignments folder](#)
- [Completed Assignments folder](#)
- [Submit Recommendation and Comments page](#)
- [View Reviewer Comments page](#)
- [View Individual Reviewer Comments page](#)
- [View Attachments Page](#)



What the Reviewer Sees: Unblinded Reviews at Invitation

This reviewer can see other Reviewer Comments before they have even agreed to review this submission. Additionally...

Pending Reviewer Assignments for Remy Referee

Page: 1 of 1 (1 total assignments)

Action ▲	My Reviewer Number ▲▼	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼
View Submission View Attachments View Reviewer Comments View Decision Letter Submit Recommendation Send E-mail	3	DEMOHWBeta-D-18-00013R1	Original Study	Being a matinee idol: it's not as glamorous as it seems



What the Reviewer Sees: Attachments and Decision Letters

...you can permit the Reviewer to see unblinded attachments and decision letters, giving further insight.

Pending Reviewer Assignments for Remy Referee

Page: 1 of 1 (1 total assignments)

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title
View Submission View Attachments View Reviewer Comments View Decision Letter Submit Recommendation Send E-mail	3	DEMOHWBeta-D-18-00013R1	Original Study	Being a matinee idol: it's not as glamorous as it seems



What the Reviewer Sees: Unblinded Reviews I

This reviewer can see other Reviewer Comments, in the same way that the Author can.

View Reviewer Comments for Manuscript
DEMOHW150-D-18-00006R1
"Coffee Nut"

Click the Reviewer recommendation term to view the Reviewer comments.

	Revision 1	Original Submission
Olivia Opinion (Reviewer 1)	Accept	(None)
Remy Referee (Reviewer 2)	Accept	(None)
Arnold Appraiser (Reviewer 3)	Accept	(None)
Author Decision Letter		Revise



What the Reviewer Sees: Unblinded Reviews 2

DEMOHW150-D-18-00006R1
"Coffee Nut"
Revision 1

Arnold Appraiser (Reviewer 3)

Reviewer Recommendation Term:	Accept
Overall Reviewer Manuscript Rating:	75

Comments to Editor:

What an absolutely fascinating read this was. I have attached a file with some see suggestions for light changes.

Comments to Author:

This was a refreshing read!



What the Reviewer Sees: Unblinded Attachments

The reviewer can see unblinded attachments from all revisions.

Attachments for Manuscript Number DEMOHWBeta-D-18-00013
"Being a matinee idol: it's not as glamorous as it seems"

Action	Uploaded By	Description	File Name	File Size
Revision 1				
Download	Remy Referee (Reviewer 3)		My thoughts by Remy.docx	11.5 KB
Original Submission				
Download	Arnold Appraiser (Reviewer 2)		reviewer attachment.docx	11.7 KB

[Main Menu](#)



Configuring Open Peer Review for Reviewers



Configuration: Reviewer Role

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)**

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



Merge Fields for Open Peer Review

%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



Transferring Reviews

- Review information can be transferred from an EM journal to a non-EM journal.
- Review information can be transferred from an EM journal to another EM journal.
- Reviewers are asked at the time of review if their information may be transferred.



Transferring Reviews: Authorisation Questions

Authorisation questions drive what appears upon the transfer of the paper:

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

One More Time: an appreciation of Daft Punk

Original Submission
Reggie Reviewer (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 transfer, the submission lands in the “Transferred Submissions” folder on the receiving site.
- [View Transferred Information](#) action link appears.

Transferred Submissions - mary mary

Contents: These submissions have been transferred from another publication. Please Use the "Edit Submission" link to verify that all required information has PDF is built and approved, the submission will remain in this folder so that you may make any additional edits, send it back to the author for approval or hold it in the "Transfer Complete" action link in this folder to move the submission into the normal Editorial workflow as a new submission. Use the up/down arrows to change the order of the submissions.

Page: 1 of 1 (5 total submissions)

Action ▲	Article Type ▲▼	Section/Category ▲▼	Article Title ▲▼	Author Name ▲▼
Details ▾ History View Transferred Information View Transferred Decision Letter File Inventory Edit Submission Send Back to Author Remove Submission Send E-mail	Original Study		This is my transferred reviews test	Andy Author



Transferring Reviews

Transferred Information for "This is my transferred reviews test"

Transferred from UK AC TEST Site 1

Close Print

Only Show Transferred Reviews

Original Submission

Andy Author (Corresponding Author)

[View Transferred Submission](#)

[View Transferred Decision Letter](#)

Reviewer 1

Reggie Reviewer

ALGERIA

Trash4@edmgr.com

Recommendation:: Minor Revision

Overall Reviewer Manuscript Rating:

Date Reviewer Invited: Dec 17, 2018

Date Review Completed: Dec 17, 2018

Transfer Authorization Questions

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

Response

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

Are you willing to review the revision of this manuscript?

1

Reviewer Blind Comments to Author:

Nicely done

Reviewer Confidential Comments to Editor:



Transferring Reviews: reviewer 1

Reviewer 1

Reggie Reviewer

ALGERIA

Trash4@edmgr.com

Recommendation:: Minor Revision

Overall Reviewer Manuscript Rating:

Date Reviewer Invited: Dec 17, 2018

Date Review Completed: Dec 17, 2018

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
Are you willing to review the revision of this manuscript?	1

Reviewer Blind Comments to Author:

Nicely done

Reviewer Confidential Comments to Editor:

I like it



Transferring Reviews: Reviewer 3

☐ Reviewer 3

(This Reviewer declined to transfer identifying information.)

Recommendation:: Major Revision

Overall Reviewer Manuscript Rating:

Date Reviewer Invited: Dec 17, 2018

Date Review Completed: Dec 17, 2018

Transfer Authorization Questions

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

Response

No

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

Yes

Custom Review Question(s)

Are you willing to review the revision of this manuscript?

Response

1

Reviewer Blind Comments to Author:

I am pretty appalled at this

Reviewer Confidential Comments to Editor:

Maybe transfer?



Transferring Reviews I

[View Transferred Information](#) action link on receiving site displays on:

- Transferred Submissions folder
- View Reviews and Comments page
- Details (Custom Layouts)
- Editor's Decision and Comments page



Transferring Reviews: NB

- Transferred Reviews are **read only** in the receiving journal - Reviewer records are not created for each transferred review / reviewer.
- Transferred Reviews are **not** directly available to Author or Reviewers on the receiving site, but...
- ...they can be copied and pasted into letters.
- Also, a %TRANSFERRED_REVIEWWS% merge field can be included in the Transfer Letter deposited in the 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.



Discussion Forums for Open Peer Review



Discussion Forums

- Discussion Forum functionality allows Reviewers and Editors to participate in a discussion.
 - The discussion automatically initiates when an Editor is assigned to handle a submission.
 - The Editor and Special Relationship Editor are 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.



Discussion Forums for Editors



Discussion Forums: Open Peer Review

Discussion for Manuscript Number: DEMOHWBeta-D-18-00013R1
Hedy Lamarr
"Being a matinee idol: it's not as glamorous as it seems"

[Cancel](#) [Save and Close](#) [Conclude Discussion](#)

Editor instructions go here

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

Topic:

Reviewer discussion: Matinee idol

Comments:

[Post](#)

[View/Print All](#)

Participant ▲▼	Comments	Date ▲▼
Olivia Opinion <i>(Reviewer 1)</i>	Publish or be damned!	Dec 12, 2018
Remy Referee <i>(Reviewer 3)</i>	I'm late to the party, but I don't have any strong feelings either way	Dec 12, 2018
Ricki Lake	Please join the discussion about this manuscript, which the reviewers are (more...)	Dec 12, 2018
Arnold Appraiser <i>(Reviewer 2)</i>	I disagree with you, Olivia. I found the analysis lacking and the (more...)	Dec 12, 2018
Olivia Opinion <i>(Reviewer 1)</i>	Greetings, fellow reviewers. I think this manuscript is well-written and (more...)	Dec 12, 2018
mary mary	Please review the manuscript and discuss here.	Dec 12, 2018

[Add Participants](#)



Discussion Forums: Open Peer Review

Reviewer participants are kept in a separate section for ease.

Reviewer Participants								
Reviewer Participant ▲▼	Role ▲▼	# Posts	Latest Post	Participant Status ▲▼	Reviewer Number ▲▼	Complete Reviews Submitted for Versions ▲▼	Status of Most Recent Review Assignment ▲▼	
Arnold Appraiser	Reviewer	1	Dec 12, 2018	Active	Reviewer 2	R0	R0: Review Complete	Send E-mail
Olivia Opinion	Reviewer	1	Dec 12, 2018	Active	Reviewer 1	R0	R0: Review Complete	Send E-mail
Remy Referee	Reviewer	0		Inactive	Reviewer 3		R0: Agreed to Review	-



Discussion Forums: Open Peer Review

When a discussion is initiated, the initial Editor comments are visible on the right.
As the discussion continues...

Comments:

Greetings, fellow reviewers! I think this manuscript is well written

Participant	Comments
mary mary	Please review the manuscript and discuss here.



Discussion Forums: Open Peer Review

...the area on the right becomes populated with the comments made.

Discussion for Manuscript Number: DEMOHWBeta-D-18-00013 "Being a matinee idol: it's not as glamorous as it seems"

Close

Reviewer instructions go here

[View Reviewer Comments](#)

Comments:

I disagree with you, Olivia. I found the analysis lacking and the conclusions, well, inconclusive. The paper needs a significant rewrite

Post

[View/Print All](#)

Participant ▲ ▼	Comments	Date ▲ ▼
Olivia Opinion (Reviewer 1)	Greetings, fellow reviewers. I think this manuscript is well-written and needs only minor revision to make it publishable. (less...)	Dec 12, 2018
mary mary	Please review the manuscript and discuss here.	Dec 12, 2018



Discussion Forums: Notifications

Participants in the discussion can receive notifications of comments posted:

Re: Ms. No. DEMOHWBeta-D-18-00013

Being a matinee idol: it's not as glamorous as it seems

Dear Dr mary,

A comment has been posted for the discussion you initiated.

The initial post was Please review the manuscript and discuss here.

The new comment is:

Greetings, fellow reviewers. I think this manuscript is well-written and needs only minor revision to make it publishable.

Thank you,

DEMO HW Beta Site



Discussion Forums: Add Participants I

You can add participants from the Editor pool...

View/Print All

Participant ▲ ▼	Comments	Date ▲ ▼
Olivia Opinion <i>(Reviewer 1)</i>	Publish or be damned!	Dec 12, 2018
Remy Referee <i>(Reviewer 3)</i>	I'm late to the party, but I don't have any strong feelings either way	Dec 12, 2018
Ricki Lake	Please join the discussion about this manuscript, which the reviewers are (more...)	Dec 12, 2018
Arnold Appraiser <i>(Reviewer 2)</i>	I disagree with you, Olivia. I found the analysis lacking and the (more...)	Dec 12, 2018
Olivia Opinion <i>(Reviewer 1)</i>	Greetings, fellow reviewers. I think this manuscript is well-written and (more...)	Dec 12, 2018
mary mary	Please review the manuscript and discuss here.	Dec 12, 2018

Post

Add Participants



Discussion Forums: Add Participants 2

Topic	Reviewer discussion: Matinee Idol
Comments	Please join the discussion about this manuscript, which the reviewers are already discussing.

Manuscript Classifications

(1) Bicycles ; (2) Racing ; (3) BMX

Editor Candidates

Page: 1 of 1 (8 total candidates)

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 checked="" type="checkbox"/>	Editor	Claire Commentator	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input checked="" type="checkbox"/>	Editor	Frankie Hollywood	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes



Discussion Forums: Add Participants 3

Comments:
[View/Print All](#)

Participant ▲ ▼	Comments	Date ▲ ▼
Ricki Lake	Please join the discussion about this manuscript, which the reviewers are (more...)	Dec 12, 2018
Arnold Appraiser <small>(Reviewer 2)</small>	I disagree with you, Olivia. I found the analysis lacking and the (more...)	Dec 12, 2018
Olivia Opinion <small>(Reviewer 1)</small>	Greetings, fellow reviewers. I think this manuscript is well-written and (more...)	Dec 12, 2018
mary mary	Please review the manuscript and discuss here.	Dec 12, 2018

Post

Add Participants

☰
Editor Participants

Editor Participant ▲ ▼	Role ▲ ▼	# Posts	Latest Post	Participant Status ▲ ▼	View Reviews and Comments	Download Files	View Draft Decision Letter	Send E-mail
Claire Commentator	Editor	0		Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Send E-mail
Frankie Hollywood	Editor	0		Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Send E-mail
Ricki Lake	Editor	1	Dec 12, 2018	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Send E-mail
mary mary	Managing Editor	1	Dec 12, 2018	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Send E-mail



Discussion Forums for Reviewers



Discussion Forums: Reviewer Interface I

The Reviewer sees the **Discussion** action link *after* submitting a Review...

Completed Reviewer Assignments for Olivia Opinion

Page: 1 of 1 (4 total assignments)

Action ▲	My Reviewer Number ▲▼	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼
Discussion View Reviewer Comments View Decision Letter View Attachments Send F-mail	1	DEMOHWBeta-D-18-00013	Original Study	Being a matinee idol: it's not as glamorous as it seems



Discussion Forums: Reviewer Interface 2

...they also see it on the *Review Thank You* landing page following completion of their Review.

Review Thank You

Thank you for reviewing Manuscript Number DEMOHWBeta-D-18-00013.

[Discussion](#)
[Return to Main Menu](#)



Discussion Forums: Reviewer Interface 3

Discussion for Manuscript Number: DEMOHWBeta-D-18-00013R1
"Being a matinee idol: it's not as glamorous as it seems"

Close

Reviewer instructions go here

[View Reviewer Comments](#)

Topic: Reviewer discussion: Matinee idol

Comments:

Post

View/Print All

Participant ▲▼	Comments	Date ▲▼
Olivia Opinion (Reviewer 1)	Publish or be damned!	Dec 12, 2018
Remy Referee (Reviewer 3)	I'm late to the party, but I don't have any strong feelings either way	Dec 12, 2018



Discussion Forums: Reviewer Interface 4

Close

View Reviewer Comments for Manuscript

DEMOHWBeta-D-18-00013R1

"Being a matinee idol: it's not as glamorous as it seems"

Click the Reviewer recommendation term to view the Reviewer comments.

	Revision 1	Original Submission
Olivia Opinion (Reviewer 1)	Accept	Minor Revision
Arnold Appraiser (Reviewer 2)	Agreed to Review	Major Revision
Remy Referee (Reviewer 3)	Agreed to Review	Minor Revision
Author Decision Letter		Minor Revision



Discussion Forums: Reviewer Interface 5

Completed Reviewer Assignments for Olivia Opinion				
Page: 1 of 1 (4 total assignments)				
Action ▲	My Reviewer Number ▲▼	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼
Discussion View Reviewer Comments View Decision Letter View Attachments Send E-mail	1	DEMOHWBeta-D-18-00013	Original Study	Being a matinee idol: it's not as glamorous as it seems
Discussion View Reviewer Comments View Decision Letter View Attachments Send E-mail	1	DEMOHWBeta-D-18-00013R1	Original Study	Being a matinee idol: it's not as glamorous as it seems



Configuring Discussion Forums



Discussion Forums: Configuration

PolicyManager > 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



Discussion Forums: Configuration

Choose Reviewer Consultation as a template type; add a name and comments.

Add Discussion Topic Template

There are two types of discussions: Editor Consultation and Reviewer Consultation. The set of configuration options differs slightly for the two types. [\(more...\)](#)

Discussion Topic Template Type

[Open Special Character Palette](#)

Discussion Topic Template Name

'Initiate Discussion' Page Custom Instructions

Topic

Allow user to modify Topic name when initiating a discussion

Initial Comments

Allow user to modify Initial Comments when initiating a discussion



Discussion Forums: Configuration

There are default options for Editors on this screen too.

Default Editor Participant Permissions	<input type="checkbox"/> View Reviews and Comments <input type="checkbox"/> Download Files (source and companion) <input type="checkbox"/> View Draft Decision Letter
Editor Access to 'Details' Link	<input checked="" type="checkbox"/> Display 'Details' link in Submissions with Active Discussions folder and on Discussion page. Select the Details Page Layout that participants should see if they are not in the Editor chain and do not have RoleManager permission to 'View All Submissions' or 'Search All Manuscripts.' <input type="text" value="Editorial Details Layout Configured for the Editor's Role"/>



Discussion Forums: Configuration

Select notifications for the participants to 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 checked="" type="radio"/> Notify discussion initiator only</p> <p><input 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>



Discussion Forums: Configuration

PolicyManager > Configure Automatic Discussion Initiation

PolicyManager Main Menu

Expand All

Collapse All

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Discussion Forums: Configuration

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
Review	<input type="checkbox"/> Initiate Editor Consultation Discussion Automatically Editor Roles: Select All Clear All <div style="border: 1px solid #ccc; padding: 2px;"><p>Editor</p><p>Editorial Assistant</p><p>Editorial Board</p><p>Editor-in-Chief</p></div> Editor Consultation Topic Templates: <div style="border: 1px solid #ccc; padding: 2px;">Please Choose a Topic Template</div>	<div style="border: 2px solid red; padding: 2px;"><input checked="" type="checkbox"/> Initiate Reviewer Consultation Discussion Automatically Reviewer Consultation Topic Templates: <div style="border: 1px solid #ccc; padding: 2px;">Reviewer Consultation</div></div>	



Discussion Forums: Configuration

PolicyManager > Configure Discussion Forum Settings

PolicyManager Main Menu

[Expand All](#)

[Collapse All](#)

- Registration and Login Policies**
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Discussion Forums: Configuration

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.

Put your Editor instructions here

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

Put your Reviewer instructions here

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



Discussion Forums: Configuration

RoleManager > Reviewer > General Permissions

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



Discussion Forums: Configuration

PolicyManager > Reviewer Recommendation Policies > Create/Edit Review Forms

Edit Review Form

Review Form Name:

Default Review Form

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

Custom Review Questions

Select Questions

	Order	Question	Required for Submission	Visible to Other Reviewers	Visible to Author	Actions
	1	Are you willing to review the revision of this manuscript?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove
	2	Can the author and other reviewers see my comments on this manuscript?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove
<p>Update Item Order</p>						



Questions?

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