Editorial Manager®-Reviewer Tutorial

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Reviewer Software Requirements

Reviewers using Editorial Manager must have Adobe Acrobat Reader (a PDF reader) installed on their systems. If needed, Acrobat Reader can be downloaded at the following address:
http://www.adobe.com/products/acrobat/readstep2.html

Difficulties with installing or using this Acrobat Reader should be reported to the publication’s IT department for assistance. Adobe also offers a help database for the free Reader at this address:
http://www.adobe.com/support/products/acrreader.html

For general Software and Hardware requirements when using EM, please use the following link:

Reviewer Login Overview

When an Editor invites a Reviewer to review a submission, and the Reviewer is not already registered in the Publication’s EM site, the Editor is given the option to ‘Proxy Register’ the new user. The Editor must supply the minimum information of ‘First Name’, ‘Last Name’, ‘E-mail Address’ and ‘Country.’ If a user has been proxy registered, he or she may receive an e-mail detailing this username and password. Users may also receive an e-mail invitation to review a paper. The e-mail will usually contain links that point to the Publication’s site and to the paper that the Reviewer has been invited to review. Reviewers may choose to ‘Accept’ or ‘Decline’ the invitation.

If the Publication Office has registered for a Reviewer, the first time the user logs in to the system, he or she will be prompted to enter more information.

Registering with EM

The ‘Register’ option is found in the main toolbar. New users simply click on ‘REGISTER’
A new user must fill in the Required Pre-Registration information and click ‘Continue >>’ when finished. There will then be a ‘Duplicate Registration Check’.

**Duplicate Registration check**

EM will check whether the new user has already registered on the site once **First Name**, **Last Name** and **E-mail Address** have been entered. The user clicks on the button labeled ‘Continue’. This will execute a search of the database for a duplicate record.

**Possible Outcome of Duplicate User Test**

If a match is found (i.e., the presence of duplicates), the user cannot proceed with the Registration process at this time. EM gives the user the option of receiving an e-mail containing the Username and Password to the e-mail address already in the system.
If a user may already be registered, he or she should click on ‘Yes.’ If he or she is certain that he/she is not already registered, then he/she should click on ‘No’. The system will now present the user with the registration page, where the First Name, Last Name, or E-mail address may be changed.

If no matches are found (i.e., no duplicates), then the user will proceed to the second step in the Registration process.

**Registration Process**

The following screen will be appeared

**Note:** Information fields marked with asterisks (*) cannot be left empty.
### Personal Information

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td>may</td>
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<tr>
<td><strong>Middle Name</strong></td>
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<tr>
<td><strong>Last Name</strong></td>
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<td><strong>Degree</strong></td>
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<tr>
<td><strong>Preferred Name</strong></td>
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<tr>
<td><strong>Primary Phone</strong></td>
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<tr>
<td><strong>Secondary Phone</strong></td>
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<tr>
<td><strong>Secondary Phone is for</strong></td>
<td>Mobile @, Beeper @, Home @, Work @, Admin, Asst. @</td>
</tr>
<tr>
<td><strong>Fax Number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>E-mail Address</strong></td>
<td><a href="mailto:jane.mary@yahoo.com">jane.mary@yahoo.com</a></td>
</tr>
</tbody>
</table>

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

### Preferred Contact Method

- E-mail @
- Fax @
- Postal Mail @
- Telephone @

### Institution Related Information

<table>
<thead>
<tr>
<th><strong>Position</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Institution</strong></td>
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<tr>
<td><strong>Department</strong></td>
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<tr>
<td><strong>Street Address</strong></td>
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<tr>
<td><strong>City</strong></td>
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<tr>
<td><strong>State or Province</strong></td>
<td></td>
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<tr>
<td><strong>Zip or Postal Code</strong></td>
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</tr>
</tbody>
</table>

- **Country**: UNITED STATES

<table>
<thead>
<tr>
<th><strong>Address is for</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work @</strong>, <strong>Home @</strong>, <strong>Other @</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Available as a Reviewer</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes @</strong>, <strong>No @</strong></td>
<td></td>
</tr>
</tbody>
</table>
A new user would like the Editorial Office to know that he or she is available as a Reviewer, he or she can set the Option “Available as a Reviewer?” to “Yes”. This means that when an Editor is searching for Reviewers, this user’s name will appear in a list of possible Reviewers. However, a new registrant simply stating that he or she is available to review does not assign a ‘Reviewer’ role. The Editorial Office must then designate the user as a Reviewer in the EM System.

If the Publication is using classifications, the Reviewer may also select personal classifications from the predefined list. This will give the Editorial Office the ability to match personal areas of expertise to manuscripts with the same classifications.

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The user clicks on ‘Select Personal Classifications’ to access the screen to enter areas of expertise.
Note: If the Editorial Office has set up classifications as a required field, users must select areas of expertise from this predefined list.

The predefined list can be expanded or collapsed by clicking the [+ or -] checkboxes. To select, check the appropriate classification, and click on the ‘Select’ button. The number of Personal Classifications allowed is determined by the Publication. When the appropriate areas of expertise have been selected, click on the ‘Submit’ button on the bottom of the page.

If the Publication is using Personal Keywords, users may enter free-form Keywords that identify areas of expertise not included in the predefined Personal Classifications list.
Click on ‘Edit Personal Keywords’ to enter free-form areas of expertise. To add a new Keyword, simply type the Keyword(s) into the ‘New Keyword’ field and click on ‘Add’. Click on ‘Close’ when all Personal Keywords have been entered.

A preferred username must be entered at the bottom of the form. Failure to enter a username or any other required information for registration will result in the display of the following warning:

**Note:** Users must remember this username in order to access the Publication’s EM System.
When all information has been provided, click the ‘Continue >>’ button at the bottom to proceed.

A ‘Registration Confirmation’ page will appear, allowing users to ensure that the correct information has been entered.

If all fields are correct, click on ‘Continue >>’. The registration process is now complete, and the user may close the browser to check e-mail for the password that has been sent by the system.

**Multiple E-mail Address Request**

Users are strongly urged to enter a second e-mail address. If, for some reason, the system e-mails get caught in a SPAM filter for one e-mail address, users will receive the message at a secondary e-mail address from a different service provider (e.g. Yahoo, AOL, etc.).

**Logging In**

Once a user has received a notification e-mail from EM containing the username and password, he or she can login and begin to use the system.

Go to the Publication’s EM website. A set of menu options are available from the main navigation menu at the top of the screen. Click on ‘LOGIN’ as shown below:

The Editorial Manager Login screen (see below) will be displayed. The Reviewer enters a username and password in the appropriate fields. If asked to review a paper, the user should click on the tab labeled ‘Reviewer Login’. This will display the ‘Reviewer Main Menu’, which will contain a list of functions that the Reviewer role has been given permission to perform on the system.
Within EM there are ‘ROLE’ families to which users belong. Each role is given a set of permissions and a user can have multiple roles on the Publication. When a user is first registered they will, by default, belong to the ‘AUTHOR’ family. If asked to review a paper, the Reviewer then clicks on the button labeled ‘Reviewer Login’. However, if at any time in the future, a Reviewer would like to submit a paper to the Publication, he or she would need to click on the button labeled ‘Author Login’.

Once successfully logged in, the Reviewer will be brought to the Main Menu, which will display any New Reviewer Invitations, Pending or Completed assignments – these links are also referred to as ‘Folders’. The number of assignments within each folder will be displayed by the side of the entry.

Password Settings

Passwords may be changed at any time, but the user must first be logged in to the system. From the main navigation menu at the top of the screen (see below) the user will click ‘UPDATE MY INFORMATION’:

The ‘Update My Information’ page dialog boxes will be displayed (see below):
The user will then be redirected to the Reviewer Registration screens where he or she may look at all of the information currently available to the Publication, and may update fields as appropriate.

Once changes have been made, the user clicks on the button labeled ‘Submit’ to keep the updated information.

**Entering Unavailable Dates**

EM allows users to enter “Unavailable Dates” from the Additional Information section of the Update My Information page. These unavailable dates can then be taken into account when Editors invite Authors to submit manuscripts.

Reviewers enter dates for which they are not available, and provide a short reason for their unavailability. Reviewers can also enter up to three potential substitutes.
New Reviewer Invitations

When invited to review a manuscript, the Reviewer will need to indicate whether the invitation will be accepted or declined. From the Reviewer Main Menu, click ‘New Reviewer Invitations’ to go to a list of reviewer invitations that have yet to be accepted or declined:

Users may receive the text of the abstract in an initial e-mail invitation to review. He or she gets the access to download the manuscript after agreeing to review.
Accepting / Declining a Review Invitation

By clicking ‘Agree to Review’, the submission will move from the ‘New Reviewer Invitations’ folder and to the ‘Pending Assignments’ folder, where the Reviewer can begin the review process. Reviewers will also be given confirmation that an invitation has been accepted, as follows:

Clicking ‘Decline to Review’ will alert the Editorial Office that the Reviewer will not be reviewing the paper. The system will ask for the reason why he or she is unable to review and will also ask the Reviewer to suggest other potential Reviewers.
The Reviewer will also be given confirmation that the invitation has been declined.

Deep Links

Deep Links are hyperlinks that the Editorial Office may include in any e-mail notification that they send or that are sent as part of the automated invitation element of EM. E-mail deep links are available for the following Reviewer actions:

Accept a review invitation - The Reviewer will be able to click on the link to trigger the ‘Agree to Review’ function. If a Reviewer ‘Agrees’ to do the review assignment in this manner, he or she will be fully logged in and will be able to access the submission from the Main Menu.

Decline a review invitation - The Reviewer will be able to click on the link to trigger the ‘Decline to Review’ function. If a Reviewer ‘Declines’ the review assignment in this manner, he or she will still be delivered to the ‘Decline to Review’ page, where he/she will be asked to state a reason for declining the assignment and suggest other qualified Reviewers.

View Reviewer version of the PDF – This link is available if the Editorial Office configures the invitation e-mail to include it in the notification to the invited Reviewer. The Reviewer will be able
to click on the hyperlink to download the Reviewer version of the PDF.

If you would like to review this paper, please click this link: http://clinicalgroup.edmgr.com/l.asp?i=5030&l=3FXWFJSZ *

If you do not wish to review this paper, please click this link: http://clinicalgroup.edmgr.com/l.asp?i=5031&l=M4TYRP2A *

If the above links do not work, please go to http://clinicalgroup.edmgr.com/. Your User Name is JMary-445 and your password: mary55255.

Update Unavailable Dates – This link is available if the Editorial Office includes in the e-mail correspondence to Reviewers. Clicking the link automatically logs the Reviewer into the system and brings him or her directly to the ‘Edit Unavailable Dates’ page.

Note: In order for the links in the e-mail to work, a user must NOT be logged into EM. Clicking on the link will open the user’s default browser and will take him or her to the appropriate screen in EM.

Submitting a review

Once a Reviewer has agreed to a review assignment, he or she can access the manuscript by clicking on ‘Pending Assignments’ on the Reviewer Main Menu as shown below.

There are several actions that can be performed from this menu:

The Reviewer may download the PDF of the manuscript to the desktop by clicking ‘View Submission’.

To print
out a copy of the submission from the PDF file, the users should select the ‘File’ menu in the upper left corner of the Acrobat window and select ‘Print’.

Submitting a review

When ready to submit a review, the Reviewer clicks ‘Submit Recommendation’. This will bring him or her to the ‘Reviewer Recommendation and Comments’ screen.

Reviewers can choose a recommendation term (Accept, Reject, Revise etc.) via the pull-down menu for ‘Recommendation’.
On the ‘Submit Reviewer Recommendation and Comments’ page, the Reviewer Instructions and Review Form text will be displayed in the comments box.

Reviewers will typically be asked to answer Manuscript Rating Questions on the Submit Reviewer Recommendation and Comments page as shown below. These questions appear at the Screen.

If the submission being reviewed is a new, rather than revised submission, the reviewer also must enter an overall rating to the manuscript (1–100) be assigned.

Reviewers may enter comments to the Author and Editor in the fields provided. For convenience, Reviewers may use a regular word processing program (e.g., Microsoft Word, WordPerfect) when typing a review. Reviewers should then ‘copy’ and ‘paste’ the comments into the boxes provided. Click the ‘Save & Submit Later’ button to save comments and continue working. Clicking the ‘Open in New Window’
button at the top right of the data entry fields will open the field in a new browser window, providing the user with a larger view of the review field.

Clicking ‘Proof & Print’ will open a window containing all of the review information, as a way to make a printout of the review.

After entering the comments the reviewer must click the ‘Proceed’ button this will bring up a screen that allows the Reviewer to proofread before sending it to the Publication Office. If further edits are needed, click ‘Edit Review’. If satisfied with the review, click ‘Submit Review to Journal Office’.

The Reviewer is given a final opportunity to check the recommendation – click on OK to proceed or Cancel to make further changes.

Once the review has been successfully submitted, the Reviewer will receive a screen thanking him or her for the review and will see a button to return to the main menu.
Authors Respond to Reviewers

After Author's submitting Revision, the Reviewer will see the following link when logging in to review of the revised submission

Click on the ‘View Reviewer Comments’ link. A pop-up box will appear with a link to the ‘Author’s Response to the Reviewers’ comments:

When the Reviewer clicks on this link, the Author’s response to all of the reviewer comments will be listed:
I would like to thank the reviewers for their useful comments. The recommendations have been incorporated in the revised version of the manuscript. Here follows a list of changes:

1. A comment has been added in the discussion section mentioning that povicaine iodine has been shown to be the most significant factor in reducing the rates of bacterial endophthalmitis after cataract surgery, and received the intermediate clinical recommendation of B, in a literature review article by Cuesta et al.

2. A comment has been added in the discussion section that povicaine iodine has been the only significant factor until recently when the use of intraocular cefuroxime at the end of surgery was proven by the ESCRS multicenter study to reduce the risk of occurrence of postoperative endophthalmitis.

3. A reference has been added in the reference list regarding the results of the ESCRS study.

4. A comment is made in the discussion section about the fact that the use of sterile 5% povicaine iodine is also supported in patients with iodine, EVP dye or seafood allergies and the relevant reference is added in the reference list.

5. A comment has been added in the discussion section mentioning that in a survey of 2,372 patients carried out by Trinavaskar et al., less patients (29.4%) reported no eye irritation and more patients (30%) reported mild irritation in comparison to our results. Moderate to severe irritation was also reported in 6.6% while we did not have any cases of moderate or severe irritation.

6. A comment has been added in the discussion section mentioning that the benefit of using povicaine iodine as preoperative prophylaxis greatly exceeds its potential local side effects which are rare, bearing in mind the potentially detrimental outcome of postoperative endophthalmitis to the eye and vision.