

INTRODUCTION

As a Reviewer of a manuscript, your input is a crucial part of the peer review process. This guide is intended to give an overview of the Reviewer function in *ScholarOne Manuscripts*.

REVIEWER ROLE

Reviewers are expected to evaluate manuscripts based on presentation, content, originality, and importance to the field and then make a recommendation to the Section Editor (to accept, reject, or send back for revision) based on said evaluation.

THE REVIEW PROCESS

The steps below are the high-level steps in the review process. This document will describe each of these steps in detail.

- Receive invitation to review
- Accept invitation
- Review manuscript
- Complete review online
- Submit review

RECEIVING AN INVITATION

As a reviewer, you will be notified by e-mail of an invitation to review a manuscript. Text of the e-mail may vary, but its appearance will more-or-less match this example:

Dear Dr. Reviewer:

Manuscript ID MCU1-2014-06-0004 entitled "Training with Gwen Baker" with Dr. Author as contact author has been submitted to the ScholarOne University Training Workflow 1.

I invite you to review this manuscript. The abstract appears at the end of this letter, along with the names of the authors. Please let me know as soon as possible if you will be able to accept my invitation to review. If you are unable to review at this time, I would appreciate you recommending another expert reviewer. You may e-mail me with your reply or click the appropriate link below to automatically register your reply with our online manuscript submission and review system.

*** PLEASE NOTE: This is a two-step process. After clicking on the link, you will be directed to a webpage to confirm. ***

Decline - Suggest Alternate: https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=f6817c2aa492409bae0789ff9336359a

Agreed: https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=aca837b511554746bd80ae4f56c20c0e

RESPONDING TO AN INVITATION

The e-mail should come embedded with hyperlink invitation responses. Selecting the appropriate hyperlink sends the response to the journal and updates the system with your response.

Agreed: https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=aca837b511554746bd80ae4f56c20c0e
Declined: https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=937cb6376878430d957ef24f7b83e97d
Unavailable: https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=8f13a4883cf446c2804fd1be84ca3ca7

If you select the **Agreed** hyperlink, you will be sent an additional e-mail that contains a link to your reviewer center. Click the link to begin your review.

Dear Dr. Reviewer:

Thank you for agreeing to review Manuscript ID MCU1-2014-06-0004 entitled "Training with Gwen Baker" for the ScholarOne University Training Workflow 1. Please try your best to complete your review within the next 2 weeks.

In your review, please answer all questions. On the review page, there is a space for "Comments to Editor" and a space for "Comments to the Author." Please be sure to put your comments to the author in the appropriate space.

To access the manuscript, login to the ScholarOne University Training Workflow 1 - Manuscript Central site at <https://mc.manuscriptcentral.com/s1u-wf1>.

https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=23aa99e48a9c45b2b8c416625b9b3288

Once you are logged in, the Main Menu will be displayed. Please click on the Reviewer Center, where you will find the manuscript listed under "Awaiting Reviewer Scores." You can click on the manuscript title from this point or you can click on the "View Details" button to begin reviewing the manuscript.

Note: If the e-mail does not come with embedded response links, you will need to reply via e-mail.

If you log into your Reviewer Center instead of replying to an email, you will see a notice that you have a new invitation.

The screenshot shows the 'Reviewer View Manuscripts' interface. On the left is a sidebar with navigation options: 'Review and Score' (0), 'Scores Submitted' (0), and 'Invitations' (1). The main content area features a light blue notification banner that reads 'You Have a New Review Invitation' with a bell icon and a close button. Below the banner, a message states 'You have been invited to submit a new review' with a 'View Invitations' button. The main heading is 'Review and Score'. Below this is a table with the following columns: ACTION, DUE DATE, TYPE, ID/TITLE, and STATUS. A message at the bottom of the table area says 'There are no submissions in this queue'.

Select **View Invitation** to choose the appropriate response from the Action column. When you choose **Agreed & Begin Review** you will be taken directly to the submission and score sheet.

Selecting the **Decline – Suggest Alternate** option will take you to a confirmation screen.

The screenshot shows a 'Please Confirm' dialog box with a red warning triangle icon and a close button. The text inside the dialog reads 'You have selected Declined. Please confirm your choice.' At the bottom, there are two buttons: 'Go Back' and 'I Confirm'. The 'I Confirm' button is circled in blue.

Clicking on the **I Confirm** option, will take you to a new screen to record the suggested alternate(s).

Thank You for Your Response. Please Suggest Replacements. ✕

Please let us know why you are recommending them and if you have already contacted them in the Comment field.

| FIRST (GIVEN) NAME | LAST (FAMILY) NAME | E-MAIL ADDRESS | COMMENTS |
|--------------------|--------------------|-------------------|----------|
| Jane | Cooney | JC@UVA.org | |
| | | email@example.com | |
| | | email@example.com | |
| | | email@example.com | |
| | | email@example.com | |

Once you have submitted your suggestions, you will receive a thank you notice on the screen.

☑ Thank you. You chose the response "Decline - Suggest Alternate" for MCU1-201705-0001-OA on 19-May-2017. Please [✉ Contact Journal](#) for more information. ✕

Other options such as Decline or Unavailable with also ask you to confirm your response. Once your response has been recorded, you will see a thank you notice.

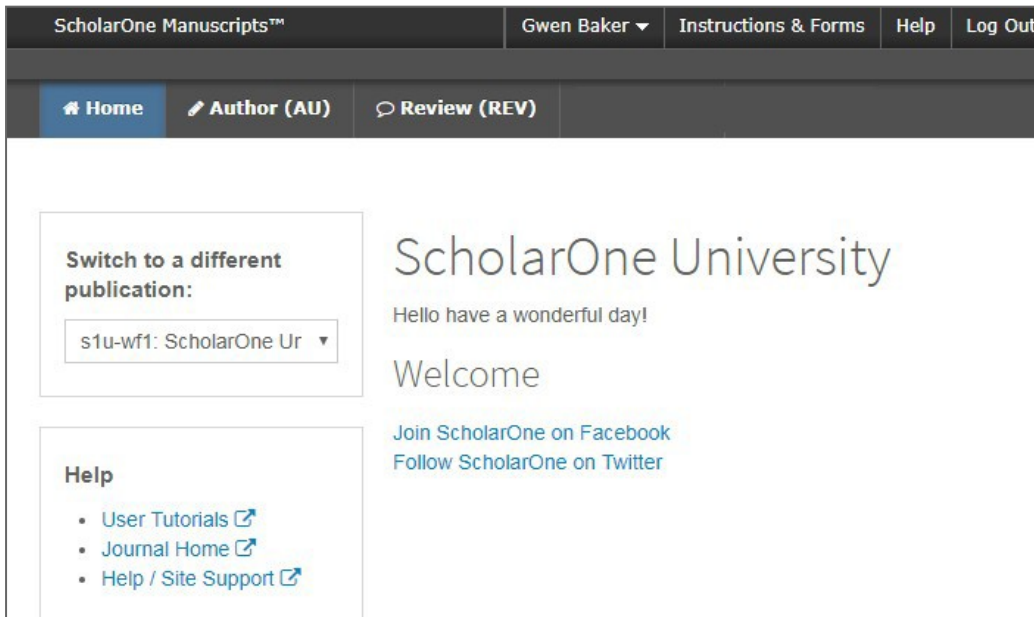
☑ Thank you. You chose the response "Declined" for MCU1-201705-0001-OA on 19-May-2017. Please [✉ Contact Journal](#) for more information. ✕

☑ Thank you. You chose the response "Unavailable" for MCU1-201705-0001-OA on 19-May-2017. Please [✉ Contact Journal](#) for more information. ✕

REVIEWER CENTER OVERVIEW

HOME PAGE

The Home Page contains top-level navigation based upon roles. You will only see the roles you have permissions to. It also contains side navigation to the different journals (if you review for both).



The Home page contains many convenient navigation features as well as site-specific information and images.

Header

Quick Links: Access the following functions:

- Your user name – click to edit your account
- Instructions & Forms– journal-specific instructions for users and any journal-specific forms required for the peer review process; Admins see the screens for editing the page
- Help – links you to various help functions
- Log Out

Journal Logo

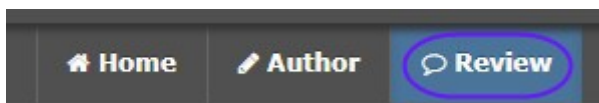
Top-Level Menu: Access the role-specific centers and functions through this menu. Users see only centers they have access to. Some centers, such as Admin and Editor, are grouped together under a heading with a drop-down list. This menu is displayed wherever you are working in the system to allow you to easily move between functions.

Left menu: Access options to switch to another journal (if configured) and links to help and documentation.

REVIEWING THE MANUSCRIPT

ACCESSING THE REVIEW CENTER

Select the Review role on the top menu.

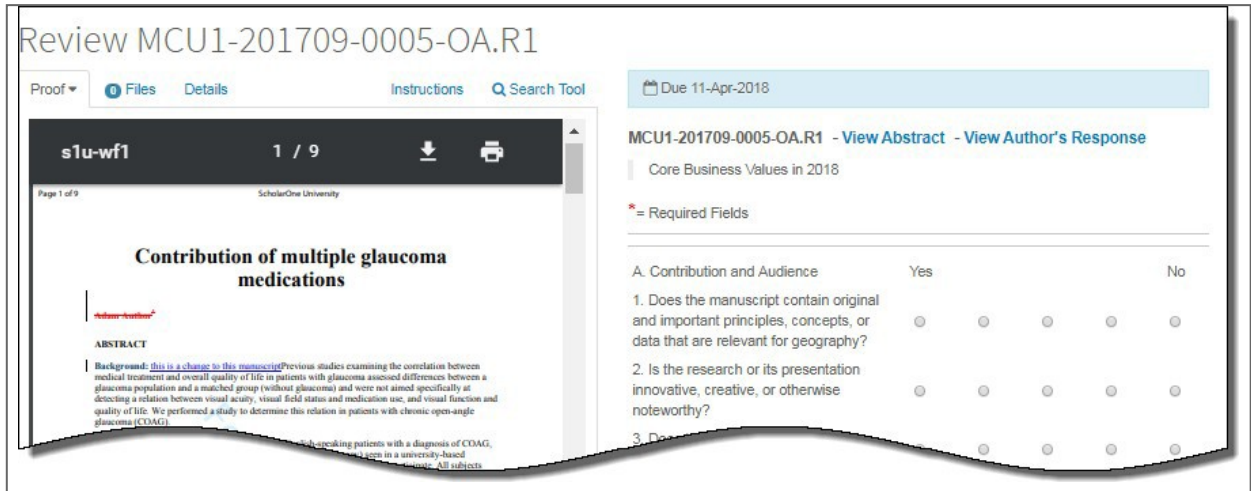


ACCESS THE MANUSCRIPT FOR REVIEW

The Reviewer dashboard will show you the number of papers you have to review. You can select from the **Action** column to Continue Review, View Abstract, View Proof, or Contact the Journal.

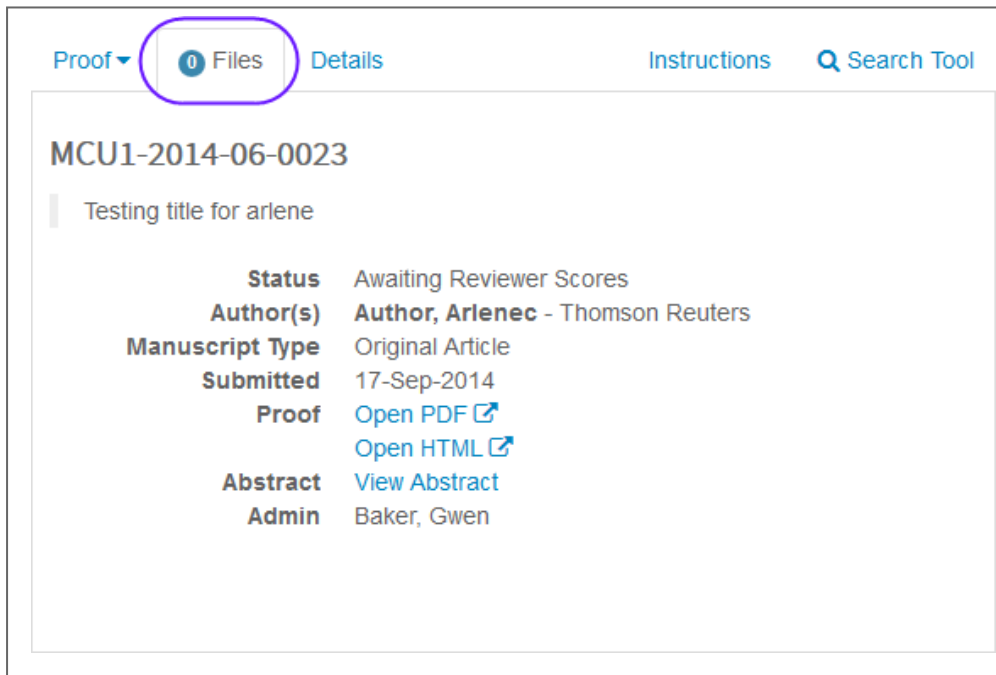
| ACTION | DUE DATE | TYPE | ID/TITLE | STATUS |
|-----------|-------------|------------------|--------------------------|----------------------------------|
| Select... | 15-Nov-2017 | Original Article | MCU1-2014-06-0023 | Awaiting Reviewer Scores |
| Select... | | | Testing title for arlene | Assignments: ADM: Baker, Gwen |

When you select **Continue Review**, you will be taken to both the PDF proof on the left side of the screen and the score sheet on the right. This type of navigation will allow you to scroll through the PDF proof and have the score sheet next to the area of the document you are reviewing.



There will be four additional tabs to aid in reviewing and scoring the manuscript.

- **Files:** Will list all individual files that you have access to.



- **Details:** Give details and version history for the submission and author name (unless it is a blinded review) as well as a quick link to the Abstract.

Proof ▾ 0 Files Details Instructions 🔍 Search Tool

JOC-2017-0022

On the Automaticity of Familiarity

Status Awaiting EIC Decision, Awaiting Reviewer Scores

Manuscript Type Research Articles

Proof [Open PDF](#) [Open HTML](#)

Abstract [View Abstract](#)

Admin Morey,

- **Instructions:** View journal-specified instructions

Proof ▾ 0 Files Details **Instructions** 🔍 Search Tool

General Guidelines

- Using the scroll bar on the right please scroll the entire length of the review area and answer all applicable questions and apply feedback as appropriate.
- Once your assessment is complete use the submit option at the bottom of the page to finalize your review

- **Search Tool:** Allows you to search items from the submission across search engines like Web of Science or PubMed. The search engines that you have access to are determined by the publisher or journal.

The screenshot shows a web interface for a manuscript review system. At the top, there are navigation tabs: "Proof" (with a dropdown arrow), "Files" (with a notification icon and "0"), "Details", "Instructions", and "Search Tool" (highlighted in yellow). Below the tabs, the "Search Terms" section is active. It contains three sub-sections: "Title" with a checkbox for "Take time to smell the flowers"; "Keywords" with a link "All | None" and checkboxes for "Memory" and "Midbrain"; and "Authors" with a link "All | None" and a checkbox for "Author, David". Below this is an empty text box for "Other Terms". The "Search Engines" section follows, with a link "All | None" and checkboxes for "Clarivate Analytics Web of Science" and "PubMed".

SCORING & SUBMITTING YOUR REVIEW

The score sheet format varies slightly by journal but both include a recommendation field, comments to the author, comments to the editor, and the ability to attach files.

Would you be willing to review a revision of this manuscript?

- Yes
- No

Recommendation

- Accept
- Minor Revision
- Major Revision
- Reject & Resubmit
- Reject

*** Confidential Comments to the Associate Editor**

ΩSpecial Characters


*** Comments to the Author**


ΩSpecial Characters

Attach Files ⓘ

Drop files here or click, to begin. (Max of 10 at a time)

No Files Attached

 Save as Draft

 Save & Print

Submit Review >

Note: Any fields marked with a red asterisk require an answer before you can submit the score sheet.

Quick links appear above the score sheet to the abstract and author response.

📅 Due 27-Oct-2017

JOC-2017-0001.R1 - [View Abstract](#) - [View Author's Response](#)

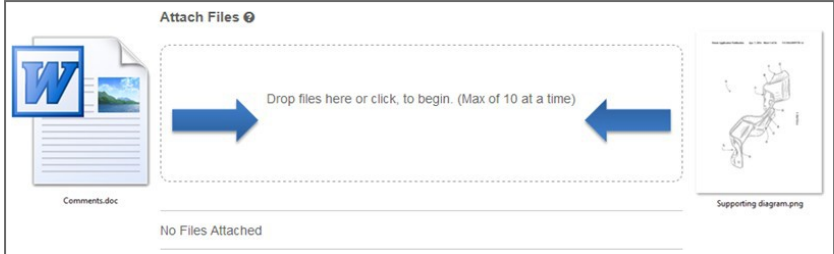
Further tests of the utility of integrated speed-accuracy measures in task switching

*= Required Fields

| Questionnaire | Yes | No | Not applicable |
|---|-----------------------|-----------------------|-----------------------|
| Does the manuscript contain original information that progresses knowledge on this subject? Are there original findings, or do conceptual arguments provide a somewhat new perspective on established thinking? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Does the Abstract (Summary) clearly and accurately describe the content of the article? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is the introduction to the subject matter clearly and concisely stated? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Overall, do you find the methodology appropriate for the subject matter being examined in the submission, with no significant weaknesses? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Are the interpretations and conclusions justified by the results? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

ATTACHING FILES

You can either click on the drop zone or drop files from the computer. A maximum of 10 files can be dropped at a time.



Before the files are uploaded, they must meet the standard criteria and you must answer the required question of who the file is intended for (either the Author & Editor or just the Editor). Once answered, the uploading process will begin.

Attach Files ⓘ

3 MB

Reviewer1.d...

Select Radio Buttons to Start Attaching Files

Reviewer1.docx

*For: Author & Editor Editor Only

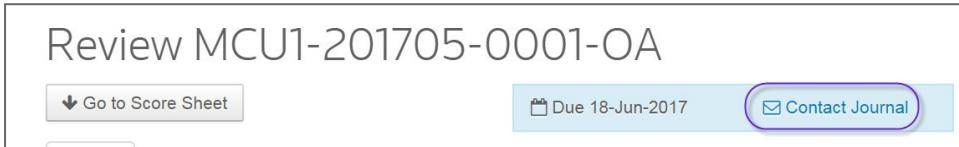
No Files Attached

Once you submit your review, you will receive a notification on the screen.

Success! Your review has been submitted. ✕

CONTACTING THE JOURNAL

You may have questions regarding the paper you are reviewing and need to speak to the Managing Editor.



Selecting the Contact Journal link will open a new window for you to create an email to the Managing Editor.



OTHER NOTIFICATIONS

Other notifications you can receive during the review process, are notices for your upcoming review deadline and if the review is overdue.

The image shows two notification banners. The top banner is pink and titled 'Review overdue' with a calendar icon. It states: 'The due date for MCU1-2013-08-0015 was 21-Oct-2017.' and includes a 'Continue Review' button. The bottom banner is yellow and titled 'Due Date Approaching' with a calendar icon. It states: 'The review for MCU1-2014-06-0019 will be considered overdue on on 20-Mar-2018' and includes a 'Continue Review' button.

If you need help completing a review or identifying alternative reviewers, contact the Managing Editor for assistance.

VIEWING AUTHOR'S RESPONSE

On revised manuscripts you will be able to view the author's response to the decision letter on the Details tab. If configured, you will also be able to see the Decision letter that was sent to the Author.

The screenshot shows the 'Review MCU1-201507-0006-OA.R1' page. It has tabs for 'Proof', 'Files', 'Details', 'Instructions', and 'Search Tool'. The main content area shows manuscript details for 'MCU1-201507-0006-OA.R1' by 'Mary Lou C - Blue Ridge Mountain Region in July'. The status is 'Awaiting Reviewer Scores'. The authors listed are Retton, Mary Lou (University of NH), Madison, James (James Madison University), Madison, Dorothy (University of Virginia), and Coauthor, David (University of Pennsylvania). The manuscript type is 'Original Article', submitted on '19-May-2017'. There are links for 'Open PDF' and 'Open HTML' under the 'Proof' section. Below this is a 'Version History' section showing a previous version 'MCU1-201507-0006-OA Submitted Review' also by 'Mary Lou C - Blue Ridge Mountain Region in July'. This version has a status of 'Major Revision (19-May-2017)' and was submitted on '20-Jul-2015'. It also has 'Open PDF' and 'Open HTML' links. At the bottom, there are links for 'Decision Letter' (Decision Letter for MCU1-201507-0006-OA) and 'Response' (Author's response for MCU1-201507-0006-OA), with the 'Response' link highlighted by a red circle.

Click the **Author's Response** link to access the response information.

SUGGESTIONS FOR REVIEWING

The review form auto-saves every 30 seconds. When it does, a small message will appear at the bottom-right hand side of the form. It will fade away after one second.



Reviewers have the option of saving manually, using the **Save as Draft** button. You can also print using the **Save & Print** button. Using the browser controls or Save & Print button will print the right side of the page which includes the ID, Title, and Form.

We recommend that, if you cut and paste your comments, use a plain text editor such as WordPad or Notepad.

Be sure to not include your name in any comments you make to the author as PSA utilizes a blinded review process.

VIEWING COMPLETED REVIEWS

After submitting your review, you can access your completed review in the Scores Submitted section of the dashboard.

The screenshot shows a dashboard with a sidebar on the left and a main content area. The sidebar has a 'Reviewer View Manuscripts' section with three items: '0 Review and Score', '5 Scores Submitted' (highlighted with a purple circle), and 'Invitations'. The main content area is titled 'Scores Submitted' and contains a table with the following data:

| ACTION | COMPLETED | ID/TITLE | STATUS |
|-----------|-------------|---------------------|--|
| Select... | 20-Jul-2015 | MCU1-201507-0005-OA | Immediate Minor Revision (20-Jul-2015) a revision has been submitted |
| Select... | | Bbb Bbb (aa aaa) | |

A dropdown menu is open for the first row, with 'View Submitted Review' highlighted in blue. Other options in the menu include 'View Abstract', 'View Proof (New Window)', 'View Decision Letter', 'View Response to Decision Letter', and 'Contact Journal'. To the right of the table, under 'Assignments:', it says 'ADM: Baker, Gwen'.

Select **View Submitted Review** from the Action column. A new window will display your completed review.

The screenshot shows a window titled 'Submitted Review' with a close button in the top right corner. The content includes:

- A question: "Would you be willing to review a revision of this manuscript?"
- A radio button selected for "Yes".
- A section titled "Confidential Comments to the Guest Editor" with the text: "I highly recommend publishing."
- A section titled "Comments to the Author" with a large text area containing the following text:

Contribution of multiple glaucoma medications Adam Author1 ABSTRACT Background: this is a change to this manuscriptPrevious studies examining the correlation between medical treatment and overall quality of life in patients with glaucoma assessed differences between a glaucoma population and a matched group (without glaucoma) and were not aimed specifically at detecting a relation between visual acuity, visual field status and medication use, and visual function and quality of life. We performed a study to determine this relation in patients with chronic open-angle glaucoma (COAG). Methods: The study was cross-sectional. Of 235 English-speaking patients with a diagnosis of COAG, normal-pressure glaucoma or suspected glaucoma (receiving therapy) seen in a university-based glaucoma practice between Feb. 1 and Apr. 30, 1998, 224 (95.3%) agreed to participate. All subjects completed two questionnaires: the Visual Function Assessment and the EQ-5D, assessing health status (quality of life). Visual acuity, diagnosis, age, sex, country of birth, type and number of medications for topical and for oral use, dosage, and history of laser treatment and surgery were extracted from the medical record. Pearson rank correlation and multivariate analyses were performed.
- At the bottom left is a "Close" button, and at the bottom right is a "Print" button.