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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.

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 can be customized so its appearance may vary by journal.

Dear Dr. Reviewer:

Manuscript ID MCU1-2014-05-0004 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=f6817c2aa452409bec07e9ff9336359a

Agreed: https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=aca837b51554746bd80ae4f56c20c0e
RESPONDING TO AN INVITATION

The e-mail might 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=937cb6376876430d957ef24f7b83e97d |
| 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.

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**Dear Dr. Reviewer:**

Thank you for agreeing to review Manuscript ID MCU1-2014-08-0004 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=23aa99e48a9c45b2b8c415625b9b3288

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.

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**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.
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.

If the option for **Decline – Suggest Alternate** is configured for your site, selecting this option will take you to a confirmation screen.

Clicking on the **I Confirm** option, will take you to a new screen to record the suggested alternate(s).
Once you have submitted your suggestions, you will receive a thank you notice on the screen.

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.
LOGGING INTO YOUR REVIEWER CENTER

Each ScholarOne Manuscripts journal site has a unique Web address (URL). Typically, you are given that address in the invitation or invitation-response e-mail sent by the journal. If the URL is hyperlinked, simply select the link within the e-mail. You can also enter the web address in the address field of your browser and press the Enter key on your keyboard. The journal’s Log In page is displayed.

ACCOUNT SETUP AND MAINTENANCE

Your account on the journal’s ScholarOne Manuscripts site may be created in one of two ways.

- The journal may create your account and e-mail you instructions on how to login.
- Some journals may include account information along with the invitation to review. If you do not receive your account details, please check instructions on how to obtain your password.

To keep your account information current, click on your name and select the section you need to update.
Note: You can also change your User ID and Password here.

FORGOT YOUR PASSWORD?

If you forget your password, select Reset Password.

Enter your E-mail Address select the Send Reset Link button. The system will send you an e-mail containing details on how to reset your password.
LANGUAGE TOGGLE

Language toggle allows you to switch the display from the default language of English to another language. If configured for your site, you will find the language toggle located on the header at the top of the screen. Current languages available are French, Chinese and Japanese.

Note: All uploaded documents and end-user supplied text will not toggle and will be displayed in the language entered by the user.
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 your different publications (if applicable).

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.

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

- 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.
SCORING & SUBMITTING YOUR REVIEW

The format of a score sheet varies by journal and may include journal-specific questions, 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

*Special Characters

*Comments to the Author

*Special Characters

Attach Files

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

No Files Attached
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

![Score Sheet Example](image-url)
PUBLONS OPT-IN FOR REVIEWERS

Publons, if configured on your scoresheet, provides peer reviewers instant recognition for their contributions. Simply select Yes to get recognition or click the link to Learn More about Publons.

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. Typically this is either the Author & Editor or just the Editor. Once answered, the uploading process will begin.

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

You may have questions regarding the paper you are reviewing and need to speak to someone at the journal.

Review MCU1-201705-0001-OA

Selecting the Contact Journal link will open a new window for you to create an email to the appropriate person you would like to contact.

OTHER NOTIFICATIONS

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

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 many sites are conducting 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.

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