

SCHOLARONE MANUSCRIPTS REVIEWER GUIDE

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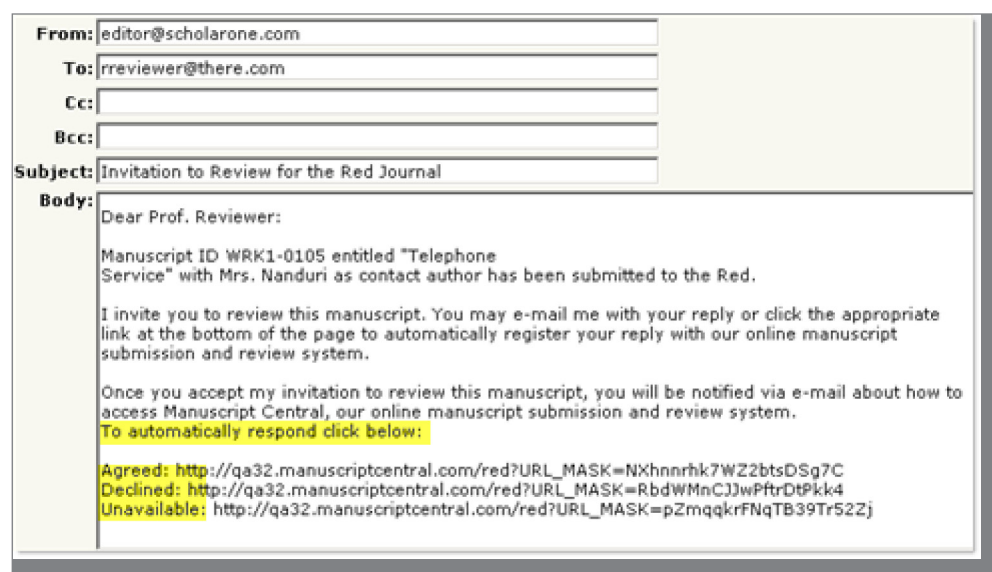
For detailed information on other aspects of the ScholarOne Manuscripts reviewer experience, please consult the Online User Guide for Authors and Reviewers, available through the **Get Help Now** tab or the **Resources** section on the **Log In** and **Welcome** pages.



RECEIVING AND RESPONDING TO AN INVITATION

As a reviewer, you will be notified by email of an invitation to review a manuscript. Text of the email can be customized so its appearance may vary by journal.

The email might come embedded with hyperlink invitation responses. Selecting the appropriate hyperlink sends the response to the journal (see yellow highlighting below). The editor is notified and the manuscript is forwarded to your Reviewer Center. You will receive an Invitation Response email containing any specific instructions you may need in order to proceed.



If emails do not come with embedded response links, respond directly to the editor by email.

NOTE:

Some journals have a link in the Invitation Response – Agreed email to you that allows you to access the manuscript and scoresheet directly from the email, without logging into ScholarOne Manuscripts.

LOGGING INTO YOUR REVIEWER CENTER

Each journal's ScholarOne Manuscripts site has a unique Web address (URL). Typically, you are given that address in the invitation or invitation-response email sent by the journal. If the URL is hyperlinked, simply select the link within the email. 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.

Log In | Create Account | Get Help Now

THOMSON REUTERS ScholarOne University

Log In

Welcome to the **ScholarOne University** training site. To Log In, enter your User ID and Password into the boxes below, then click "Log In." If you are unsure about whether or not you have an account, or have forgotten your password, enter your e-mail address into the "Password Help" section below. If you do not have an account, click on the "Create Account" link above.

PLEASE NOTE:
This site is reserved for participants of Manuscript Central University. INSTRUCTIONS

Log In

Log in here if you are already a registered user.

User ID:

Password:

THOMSON REUTERS

Password Help. Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:

New User?
[Register here](#)

Resources

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)

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Access to the journal site may be provided in one of two ways:


1. The journal may create your account and email you instructions on how to login.
2. Some journals may use the existing account and send you account details 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, use the **Edit Account** link in the upper right corner. **Create Account** changes to **Edit Account** after your account is created. You can also change your User ID and password using **Edit Account**.

NOTES:

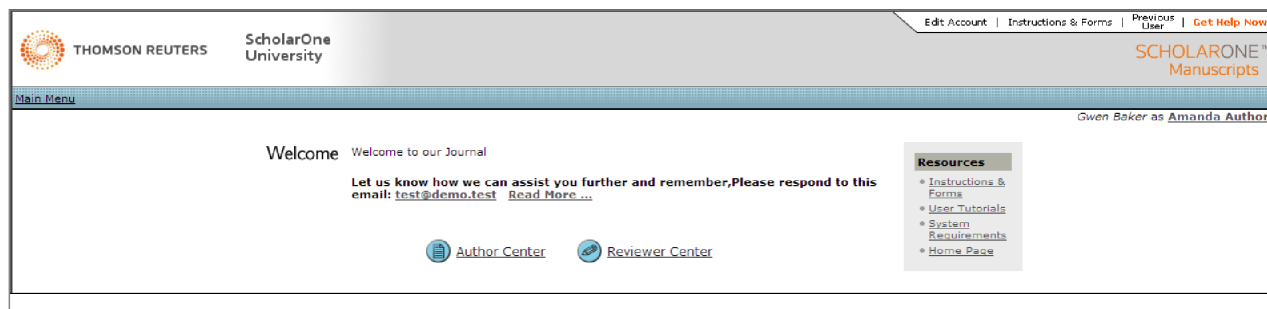
You can log out of ScholarOne Manuscripts at any time by selecting **Log Out** at the top right corner of the page. You will be returned to the Log In page.

FORGOT YOUR PASSWORD?

For security reasons, ScholarOne Manuscripts will not email your current password. Instead, by entering your email address in the Password Help field and selecting  **Go**, the system will send you an email containing your account details or instructions on how to reset your password.


Help Documentation

Online training documentation is available through the Get Help Now link at the top right of all pages and through the Resources section of the Log In and Welcome pages.



The screenshot displays the ScholarOne Manuscripts interface. At the top, the header includes the Thomson Reuters logo, the ScholarOne University logo, and navigation links: Edit Account, Instructions & Forms, Previous User, and Get Help Now. Below the header, a blue bar contains the Main Menu. The main content area features a 'Welcome' message: 'Welcome to our Journal' and 'Let us know how we can assist you further and remember, Please respond to this email: test@demo.test Read More...'. Below this, there are links to the Author Center and Reviewer Center. On the right side, a 'Resources' box lists: Instructions & Forms, User Tutorials, System Requirements, and Home Page. The user is logged in as 'Gwen Baker as Amanda Author'.

REVIEWER CENTER OVERVIEW

After logging in, the Welcome page opens. Select the  **Reviewer Center** link to enter the **Reviewer Center**. Locate the paper in the **Pending Scores** queue, and select the **Take Action** button to view the review form. The **Score Sheet** tab is at the top right of the review form. Also note the tabs for journal-specified instructions and the Details tab that will allow you to view some additional details about the submission.

Reviewing Manuscripts





As a reviewer, you have several options and tools for reviewing the manuscript.

Tabs

- Instructions – This tab provides journal-specific instructions for performing your review.
- Details – This tab displays manuscript details and any version history.
- Scoresheet – This tab contains the journal-customized scoresheet for your use.

Summary Header

This summary header appears at the top of all tabs:


| Instructions | | Details | | Score Sheet | |
|---|---|---|--|---|---|
| Title: Manuscript Central: Saving Time, Making Progress | | | Status: ADM: Not Assigned | | |
| Manuscript ID: WRK1-06-Feb-0027.R2 | | | • Awaiting Reviewer Scores | | |
| Authors: Author, Anna (contact) | | | | | |
| Date Submitted 02-Feb-2006 (Last Updated: 07-Apr-2006) | | | | | |
| Total Time in Review: 64 days | | | | | |
|  HTML |  PDF |  Supplementary Files |  Abstract |  External Searches |  |

Author information displays according to the journal's blinding rules.

Viewing Proofs

View proofs by selecting the HTML or PDF icons in the summary header. In most cases the journal allows you to view both, along with the abstract. Other files are available based on journal preferences.

Performing External Searches

Selecting  **External Searches** allows you to search external databases such as PubMed, HighWire, Google, Web of Science, etc for the author, title, keywords and more.

SCORING & SUBMITTING YOUR REVIEW

Select the Scoresheet tab to review and score the manuscript. The format varies by journal and may include journal-specific questions, a recommendation field, comments to the author, comments to the editor, and possibly the ability to attach files.

Any fields marked with a red **"req"** symbol require an answer before you can submit the scoresheet.

| req Recommendation | |
|---|--|
| <input type="radio"/> | Accept |
| <input type="radio"/> | Major Revision |
| <input type="radio"/> | Minor Revision |
| <input type="radio"/> | Reject |
| Would you like to review a revision of this manuscript? | |
| <input type="radio"/> | Yes |
| <input type="radio"/> | No |
| Comments | |
| Confidential Comments to the Associate Editor | |
| <div></div> | |
| Comments to the Author | |
| <div></div> | |
| Attach a File | Files attached |
| <div></div> <input type="button" value="Browse..."/> <input type="button" value="Attach"/> | <ul style="list-style-type: none"> No files have been uploaded. |
| <input checked="" type="checkbox"/> Save as Draft <input checked="" type="checkbox"/> Submit <input type="button" value="Print Saved Version"/> | |

IMPORTANT NOTES:

- Save your work often! ScholarOne Manuscripts times out after remaining inactive for 3 hours (180 minutes). Periods of typing free text are considered periods of inactivity. Be sure to select ☒ **Save as Draft** frequently when you are entering your review to avoid timing out.
- We recommend that, if you cut and paste your comments, use a plain text editor such as WordPad or Notepad.

There are three buttons at the bottom of the page:

- Select ☒ **Save as Draft** to save your work on the scoresheet without yet sending it to the editor.
- Select ☒ **Submit** to save the scoresheet and send it to the editor.
- Select **Print Saved Version** to open a popup window with a printable version of the scoresheet.

THE VIEW MANUSCRIPTS PAGE

After submitting your review, the **View Manuscripts** page displays. You can access this page at any time by following the “breadcrumb” trail for **Reviewer View Manuscripts**.

View Manuscripts

- Click HTML to view the online version of the manuscript.
- Click PDF to view a printer-friendly version of the manuscript.
- Be sure to click “Save” at the bottom of the scoresheet to retain your work in the system.
- To submit your review, click the “Submit” button at the bottom of the score sheet.

| Review and Score | | | |
|------------------|---|-------------|--------------|
| Manuscript ID | Title | Due Date | View Details |
| T1-Jan-2006-0066 | SDfasdfasdf [View Submission] | 08-Apr-2006 | |

Scores Submitted

Manuscripts 1-10 of 15

| Manuscript ID | Title | Date Completed | Status | View Details |
|------------------|--|----------------|---|--------------|
| T1-Aug-2005-0000 | The Changing of the Guard [View Submission] | 01-Sep-2005 | ADM: Lahue, Diane * Accept view decision letter Response to Decision Letter | |
| T1-Aug-2005-0037 | Manuscript Central: Saving Time, Making Progress [View Submission] | 26-Aug-2005 | ADM: Author, Anna * Major Revision * Revision option expired on: 25-Sep-2005 view decision letter Response to Decision Letter | |

Scores Submitted Section

This section lists those manuscripts for which you have submitted reviews. You can view the following information.

- Manuscript ID** – the journal’s system-generated identification number.
- Title** – includes a link to view a PDF version of the manuscript.
- Date Completed** – date review was sent back to the journal.
- Status** – This column displays current status in the peer review process and, if allowed by the journal, hyperlinked names for email correspondence.
 - Based on the journal’s configuration, links to view the Decision Letter and the Author’s Response to Decision Letter may also display.
- View Details** – select to view author-supplied metadata and a summary of your scoresheet.

Review and Score Section

This section lists the manuscripts for your review.

- Manuscript ID** – journal’s system-generated identification number.
- Title** – includes a link to view the manuscript.
- Due Date** – date review is due to the journal.
- View Details** – select to begin reviewing manuscripts (see graphic).

| Review & Score | | | |
|----------------|--|-------------|--------------|
| Manuscript ID | Title | Due Date | View Details |
| WRK1-0088 | The Genealogy of Ash Trees [View Manuscript] | 12-Apr-2005 | |
| WRK1-0085.R1 | sample test [View Manuscript] | 16-Apr-2005 | |
| WRK1-0093 | Tomorrow's music today [View Manuscript] | 14-Apr-2005 | |

SCHOLARONE®

ScholarOne, a Thomson Reuters Business provides comprehensive workflow management systems for scholarly journals, books, and conferences. Its Web-based applications enable publishers to manage the submission, peer review, production, and publication processes more efficiently, increasing their profile among authors, decreasing time-to-market for critical scientific data, and lowering infrastructure costs. ScholarOne offers workflow solutions for the submission and review of manuscripts, abstracts, proceedings, books, grants & awards and production. Supporting over 365 societies and publishers, over 3,400 books and journals, and 13 million users, ScholarOne is the industry leader.

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