

## Reviewer Instructions

### Navigating the System

When you receive an e-mail invitation to review a manuscript, you will have the opportunity to accept or decline the invitation. If you decline the invitation, please provide the name of a potentially suitable alternate reviewer.

If you accept the invitation, when you log in to the system, you will be taken to your **homepage**, which will present you with different categories of tasks. If you are required to perform a pending action item, there will be a **red arrow** ➡ next to a manuscript link. After clicking on this link, you will be presented with a screen containing the following:

- Detailed information about a specific manuscript.
- Links to the manuscript and associated figures/images.
- A list of "Manuscript Tasks" or links allowing you to:
  - Accept/Decline Review Invitation
  - Check Status
  - Review Manuscript

(Not all links will be present all the time. Only the applicable links will be visible.)

If there are no **red arrows** ➡ visible on your homepage, then no action is required on your part at that time.

### Review Manuscript


After logging into the system and pressing on a manuscript link preceded by a red arrow, you will be presented with a **Manuscript** screen as described above. At the bottom of this screen, under the heading **Manuscript Tasks**, a **Review Manuscript** link will be displayed. Clicking on this link will display the **Review Manuscript** screen. This screen is broken into 5 parts as follows:

1. Recommendation
2. Priority Score
3. A series of questions pertaining to the manuscript's content
4. A textbox for comments to the authors
5. A textbox for confidential comments to the Editor

If necessary, you may draft your comments outside the system and copy and paste them to the reviewer remarks text area on this screen, however, we do not permit the uploading of attachments (Word docs, PDFs, etc.) to review forms.

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## Getting Help

If you need additional help, please click one of the **help icons**  throughout the system. A help dialog box will pop up with context sensitive help.

## Manuscript Status

You can get the status of your assigned manuscript(s) by:

1. Logging into the system with your password.
2. Clicking on the link represented by the manuscript tracking number and abbreviated title.
3. Clicking on the **Check Status** link at the bottom of the displayed page.

This procedure will display detailed tracking information about where the manuscript is in the submission/peer review process.