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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.

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.
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:

<table>
<thead>
<tr>
<th>Title: Manuscript Central: Saving Time, Making Progress</th>
<th>Status: ADM: Not Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manuscript ID: WRK1-06-Feb-0027.R2</td>
<td># Awaiting Reviewer Scores</td>
</tr>
<tr>
<td>Authors: Author, Anna (contact)</td>
<td></td>
</tr>
<tr>
<td>Date Submitted: 02-Feb-2006 (Last Updated: 07-Apr-2006)</td>
<td></td>
</tr>
<tr>
<td>Total Time in Review: 64 days</td>
<td></td>
</tr>
</tbody>
</table>

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.

**IMPORTANT NOTES:**

- Save your work often! ScholarOne Manuscripts times out after remaining inactive for 75 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.

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).
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