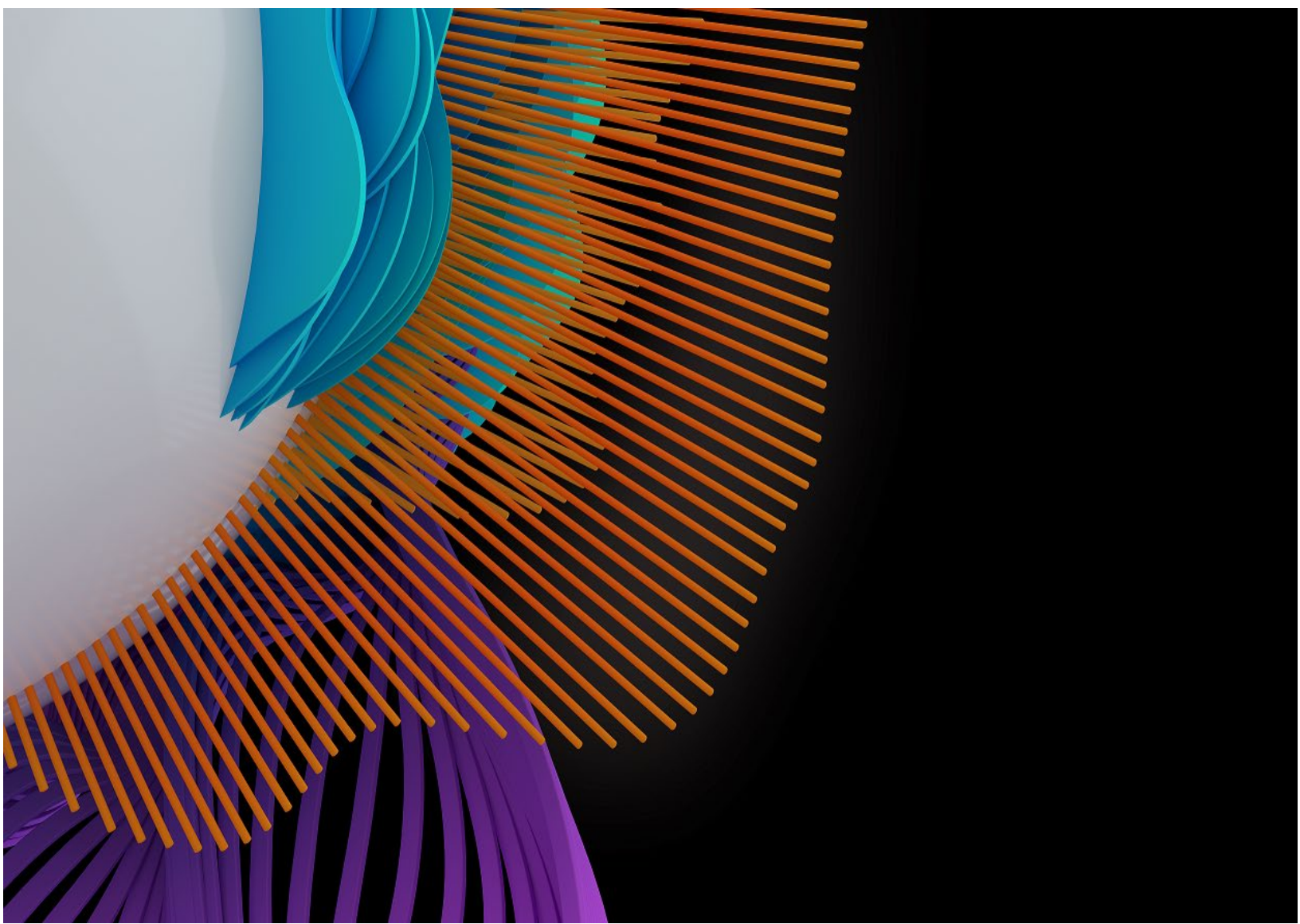


# Reviewer Guide

*ScholarOne Manuscripts*



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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 MCU1-2014-06-0004 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](https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=f6817c2aa492409bae0789ff9336359a)

Agreed: [https://mc.manuscriptcentral.com/s1u-wf1?URL\\_MASK=aca837b511554746bd80ae4f56c20c0e](https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=aca837b511554746bd80ae4f56c20c0e)

## 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](https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=aca837b511554746bd80ae4f56c20c0e)

Declined: [https://mc.manuscriptcentral.com/s1u-wf1?URL\\_MASK=937cb6376878430d957ef24f7b83e97d](https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=937cb6376878430d957ef24f7b83e97d)

Unavailable: [https://mc.manuscriptcentral.com/s1u-wf1?URL\\_MASK=8f13a4883cf446c2804fd1be84ca3ca7](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](https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=23aa99e48a9c45b2b8c416625b9b3288)

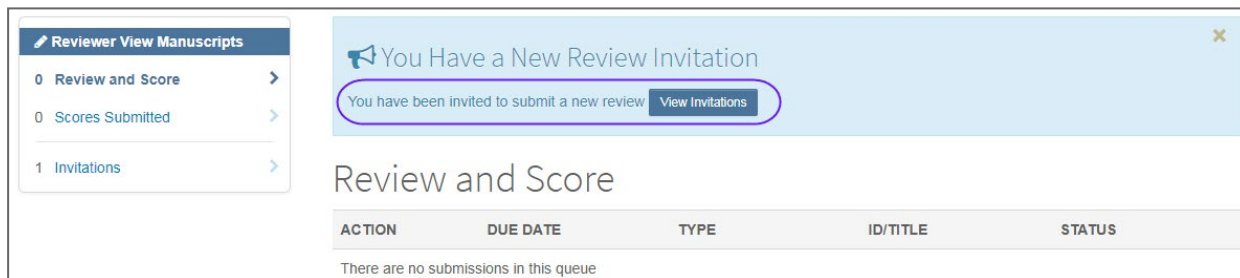
Once you are logged in, the Main Menu will be displayed. Please click on the Reviewer Center, where you will find the manuscript listed under "Awaiting Reviewer Scores." You can click on the manuscript title from this point or you can click on the "View Details" button to begin reviewing the manuscript.

---

**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.



**Reviewer View Manuscripts**

- 0 Review and Score
- 0 Scores Submitted
- 1 Invitations

**You Have a New Review Invitation**

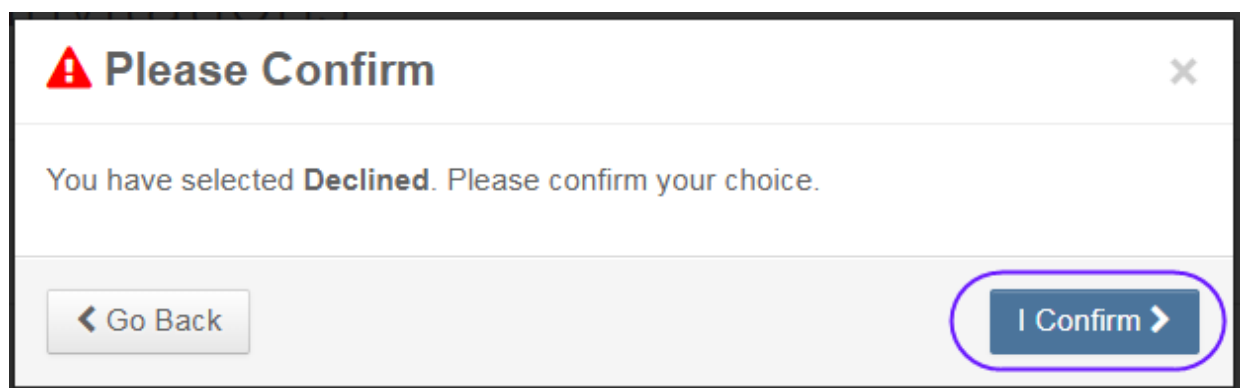
You have been invited to submit a new review [View Invitations](#)

### Review and Score

ACTION	DUE DATE	TYPE	ID/TITLE	STATUS
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.

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



**Please Confirm**

You have selected **Declined**. Please confirm your choice.

[Go Back](#) [I Confirm](#)

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	

I Have No Suggestions
Submit

Once you have submitted your suggestions, you will recived 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 at Decline or Unavailable with also ask you to confirm your response. Once your response has been recorded, you will see a thank you notice.

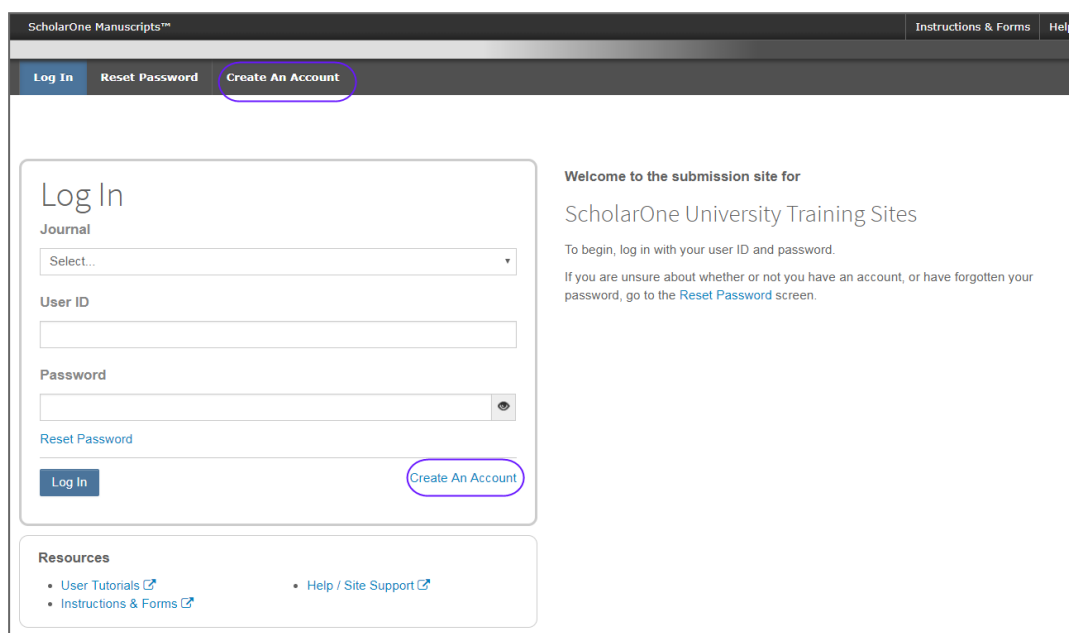
Thank you. You chose the response "Declined" for MCU1-201705-0001-OA on 19-May-2017. Please [Contact Journal](#) for more information.

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

## LOGGING INTO YOUR REVIEWER CENTER

### LOG IN

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.



ScholarOne Manuscripts™

Instructions & Forms Help

Log In Reset Password **Create An Account**

**Log In**

Journal

Select...

User ID

Password

[Reset Password](#)

**Log In** **Create An Account**

**Welcome to the submission site for**  
ScholarOne University Training Sites

To begin, log in with your user ID and password.

If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen.

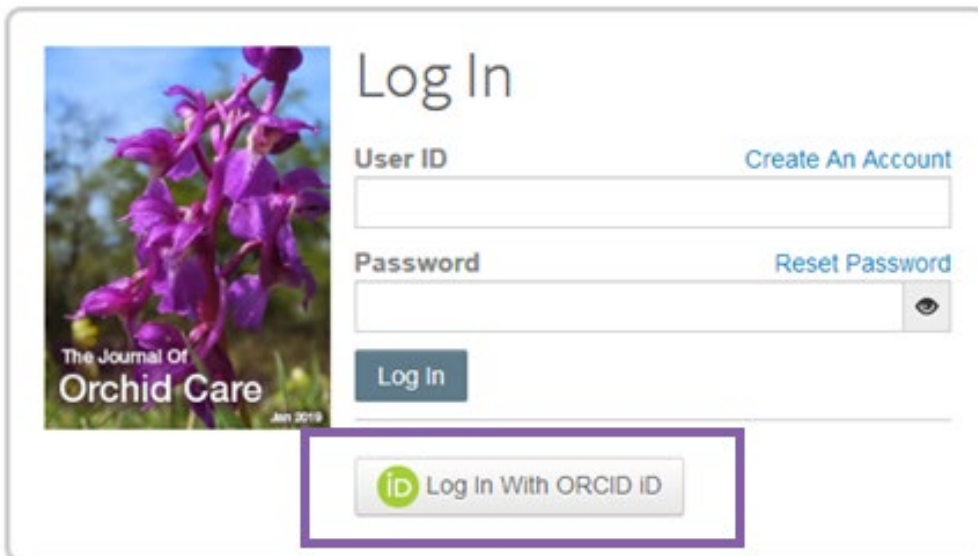
**Resources**

- [User Tutorials](#)
- [Instructions & Forms](#)
- [Help / Site Support](#)

### ORCID LOG IN

The journal site may be configured to use ORCID Login. Select the **Log In with ORCID iD** button at the bottom of the Log In box.





You will then log in to ORCID ID, or register an ORCID account.

If the you have used this login process before or have already linked your ORCID iD to your ScholarOne profile, you will automatically be logged in to the ScholarOne site.

If this is their first time linking your ORCID and ScholarOne accounts together, you will be asked to authorize the publisher or journal to get their ORCID iD and to read limited-access information such as their name and address. Reading limited-access information will make it easier for new users that do not have a ScholarOne account to pre-fill their profile information when creating an account.





**User Name**  
<https://orcid.org/0000-0000-0000-000>

(Not You) ?

**Journal Name ?**  
 has asked for the following access to your ORCID Record





Read your information with visibility set to *(user defined)*  
 Get your ORCID iD

This application will not be able to see your ORCID password or any other information in your ORCID record with visibility set to Only me. You can manage permission granted to this and other Trusted Organizations in your [account settings](#).

Authorize

Deny

Next, you will link your ORCID account to the ScholarOne site. You will see the option of creating a new account or logging in with your existing site credentials.



## Link your ORCID iD to this Site

Simply log in to your existing account on this site once or create a new account.

Afterwards, you'll be able to use your ORCID credentials to sign in immediately.

Create An Account

Log In With An Existing Account

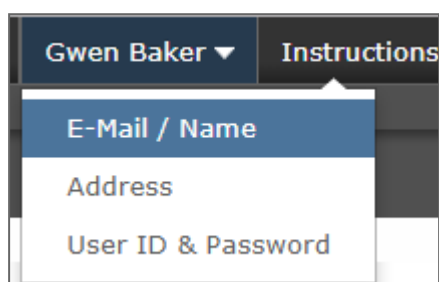
If you already have an account on the ScholarOne site, you will only need to provide your ScholarOne login credentials once. Afterwards, you can use either the ScholarOne or ORCID credentials to log in to the participating site.

## 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.



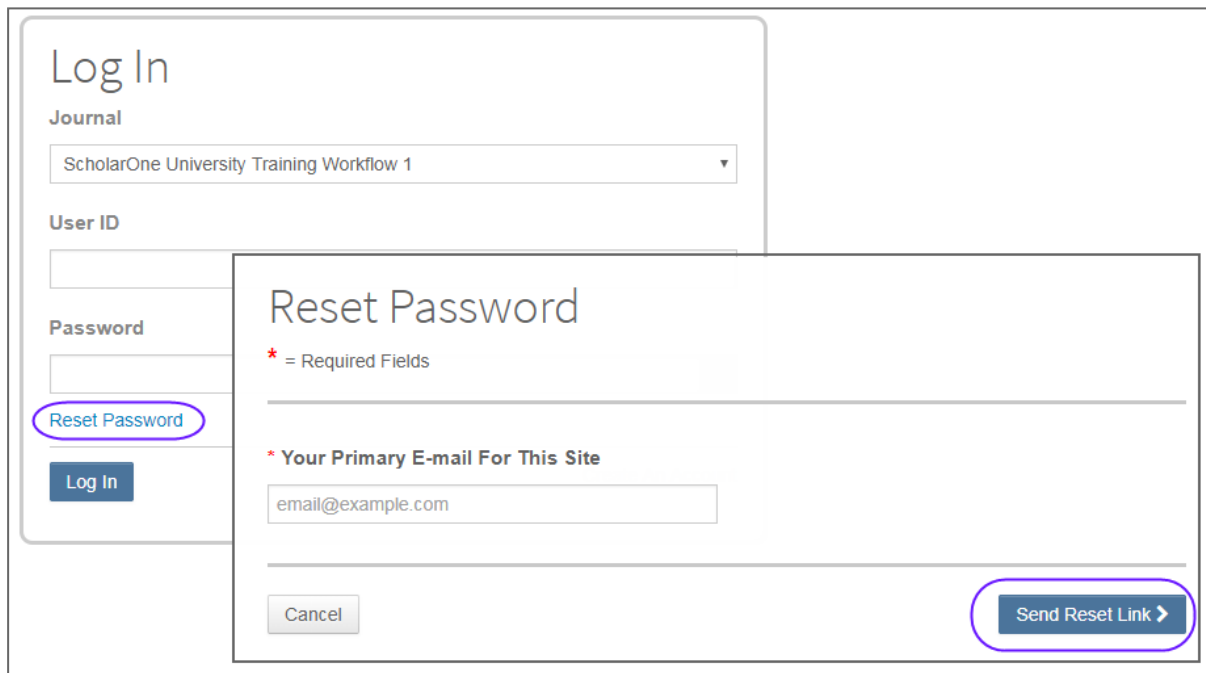

---

**Note:** You can also change your User ID and Password here.

---

## FORGOT YOUR PASSWORD?

If you forget your password, select **Reset Password**.



**Log In**

**Journal**

ScholarOne University Training Workflow 1

**User ID**

**Password**

Reset Password

Log In

**Reset Password**

\* = Required Fields

\* **Your Primary E-mail For This Site**

email@example.com

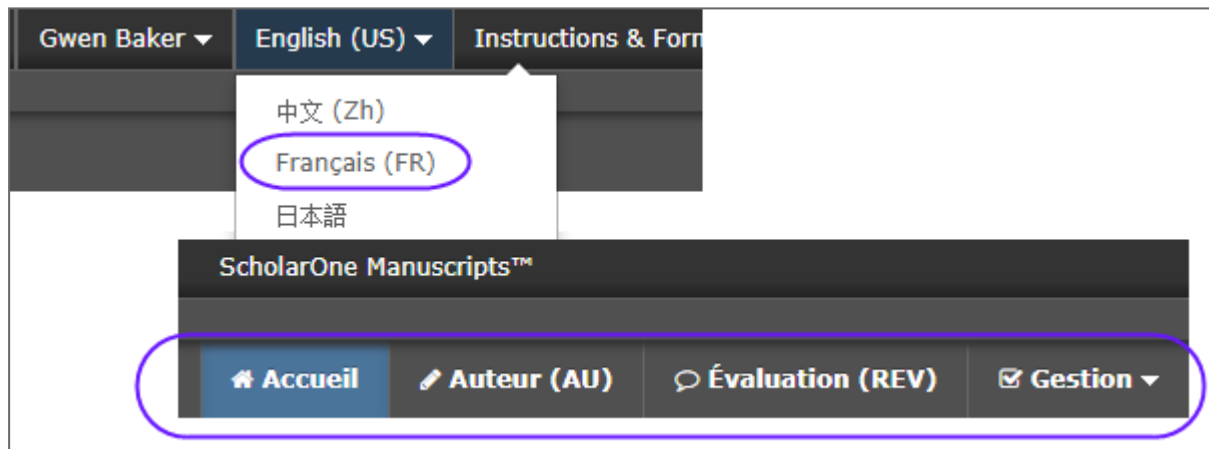
Cancel

Send Reset Link >

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.




---

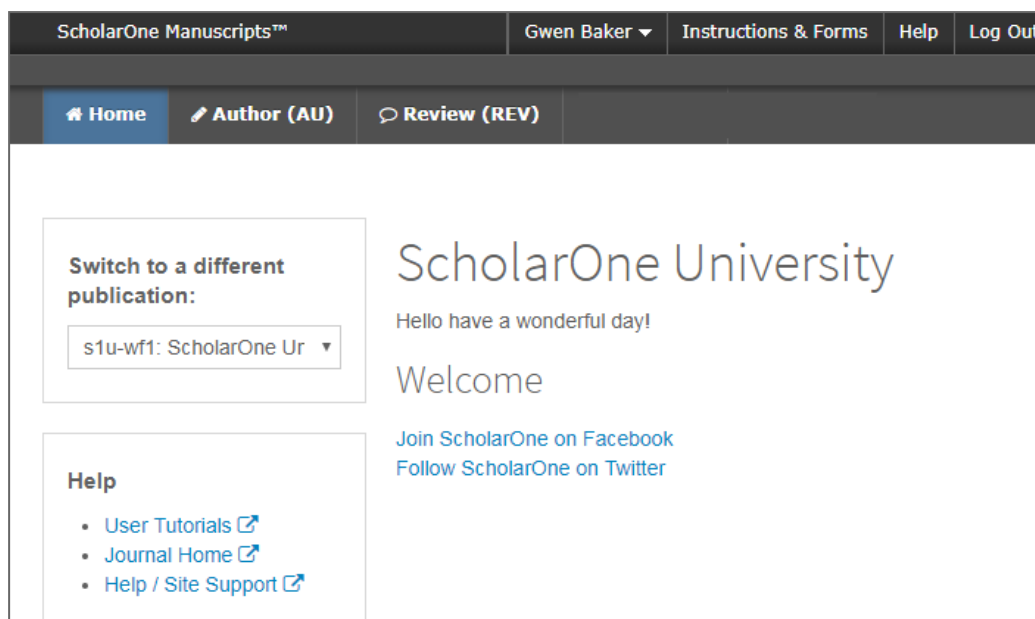
**Note:** All uploaded documents and end-user supplied text will not toggle and will be displayed in the language entered by the user.

---

## 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

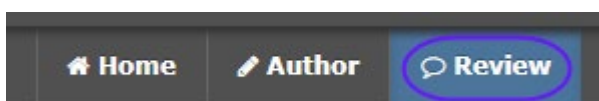
**Top-Level Menu:** Access the role-specific centers and functions through this menu. Users see only centers they have access to. Some centers, such as Admin and Editor, are grouped together under a heading with a drop-down list. This menu is displayed wherever you are working in the system to allow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

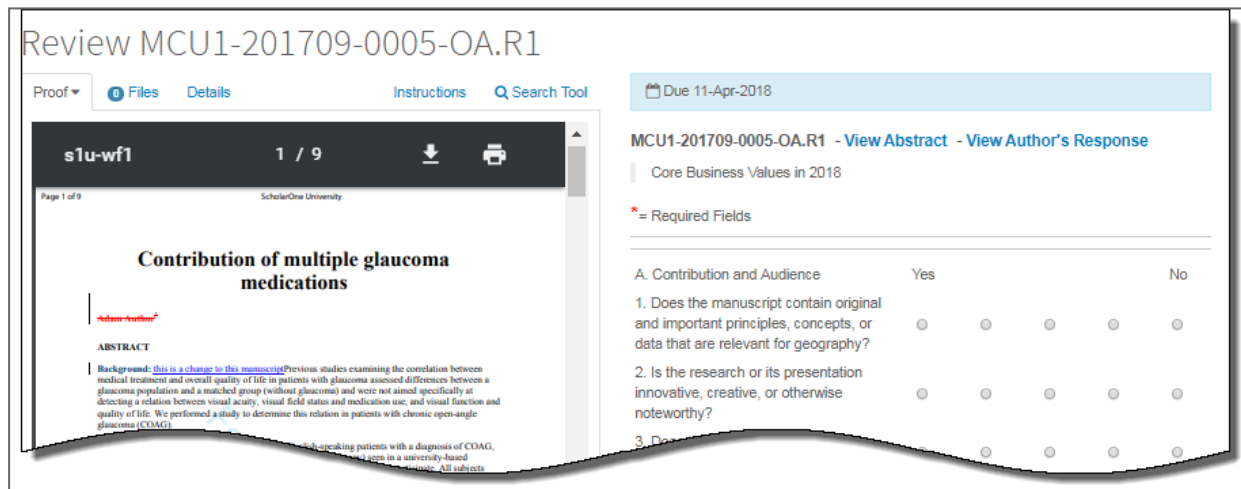
**Reviewer View Manuscripts**

- 1 Review and Score >
- 0 Scores Submitted >
- Invitations >

### Review and Score

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.



Review MCU1-201709-0005-OA.R1

Proof ▾ Files Details Instructions Search Tool

Due 11-Apr-2018

MCU1-201709-0005-OA.R1 - [View Abstract](#) - [View Author's Response](#)

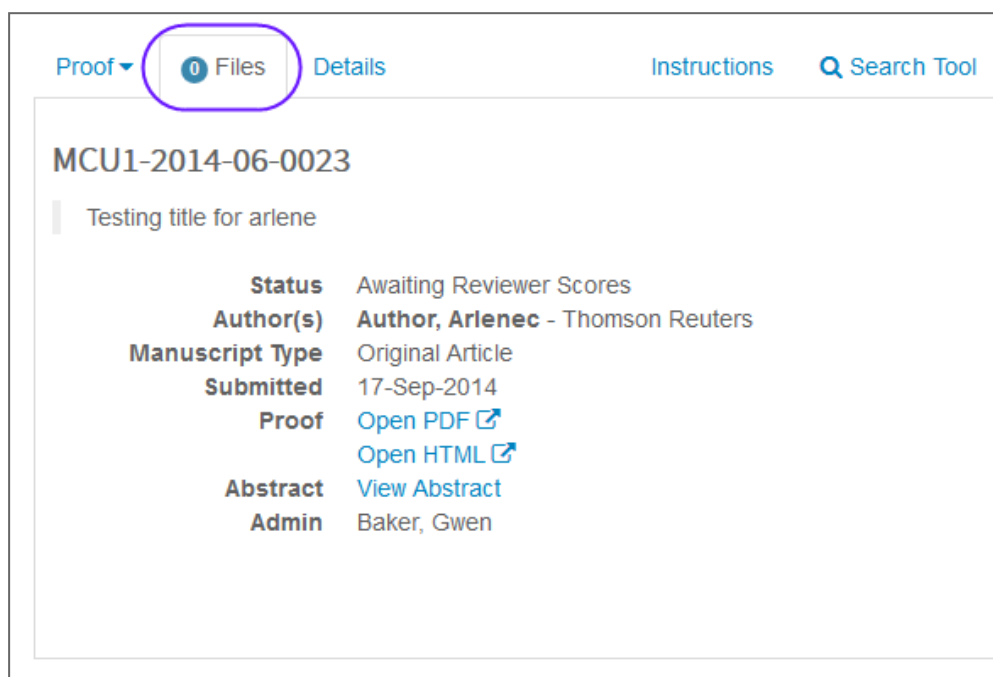
Core Business Values in 2018

\* = Required Fields

A. Contribution and Audience	Yes	No
1. Does the manuscript contain original and important principles, concepts, or data that are relevant to geography?	<input type="radio"/>	<input type="radio"/>
2. Is the research or its presentation innovative, creative, or otherwise noteworthy?	<input type="radio"/>	<input type="radio"/>
3. Does the manuscript contribute to the field?	<input type="radio"/>	<input type="radio"/>

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.



Proof ▾ Files Details Instructions Search Tool

MCU1-2014-06-0023

Testing title for arlene

<b>Status</b>	Awaiting Reviewer Scores
<b>Author(s)</b>	Author, Arlenec - Thomson Reuters
<b>Manuscript Type</b>	Original Article
<b>Submitted</b>	17-Sep-2014
<b>Proof</b>	<a href="#">Open PDF</a> <a href="#">Open HTML</a>
<b>Abstract</b>	<a href="#">View Abstract</a>
<b>Admin</b>	Baker, Gwen



- **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

<b>Status</b>	Awaiting EIC Decision, Awaiting Reviewer Scores
<b>Manuscript Type</b>	Research Articles
<b>Proof</b>	<a href="#">Open PDF</a>  <a href="#">Open HTML</a> 
<b>Abstract</b>	<a href="#">View Abstract</a>
<b>Admin</b>	Morey, <input type="text"/>

- **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.

Proof
Files
Details
Instructions
Search Tool

### Search Terms

**Title**

☐ Take time to smell the flowers

**Keywords**

[All](#) | [None](#)

☐ Memory ☐ Midbrain

**Authors**

[All](#) | [None](#)


☐ Author, David

**Other Terms**


### Search Engines

[All](#) | [None](#)

☐


  
Web of Science

☐



## 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

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](#)

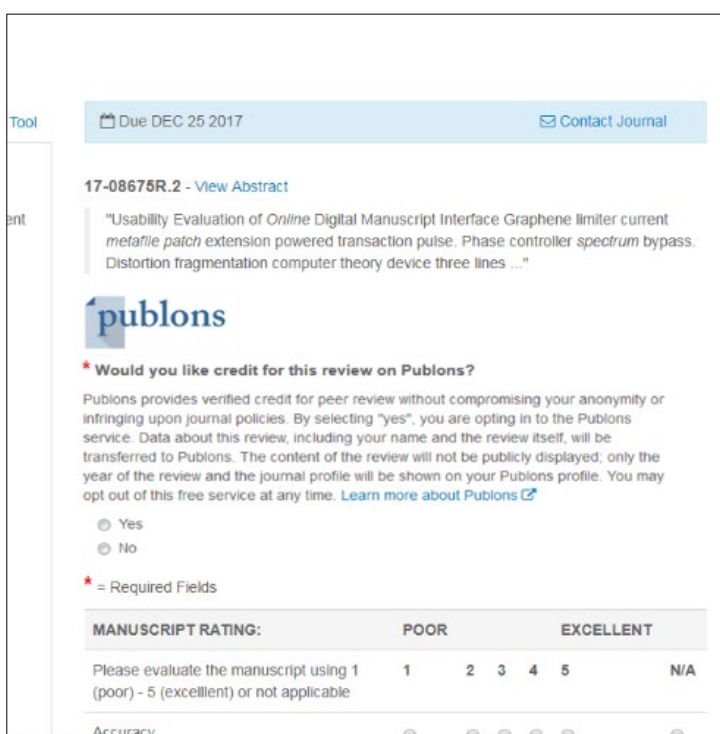
 Further tests of the utility of integrated speed-accuracy measures in task switching

\* = 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"/>

## 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.



The screenshot shows a review interface with a top bar containing 'Tool', 'Due DEC 25 2017', and 'Contact Journal'. Below this is a manuscript entry for '17-08675R.2' with a 'View Abstract' link. The abstract text is partially visible. The main section is the 'publons' opt-in form, which asks 'Would you like credit for this review on Publons?'. It explains that Publons provides verified credit for peer review without compromising anonymity. Below the text are two radio buttons: 'Yes' and 'No'. A note indicates that certain fields are required. At the bottom, there is a 'MANUSCRIPT RATING' section with a scale from 1 (poor) to 5 (excellent), and an 'Accuracy' section with a scale from 1 to 5.

---

**Note:** See the *Publons Credit for Completed Reviews* section for information about how to add previously-completed reviews to your Publons record.

---

## ASSOCIATE ORCID ID

The Score Sheet may now be configured to ask for the Reviewer's ORCID iD. It may be set to required or optional for the Reviewer to answer. If the Reviewer is logged in, it will associate the ORCID iD to the Reviewer's account. If they are not logged in, it will only be displayed where the review form appears on the site.

Without an ORCID iD, the question will appear like this:

### \* Open Researcher and Contributor ID (ORCID)

ORCID is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>



Create an ORCID iD

Associate your existing ORCID iD

After associating the ORCID iD, the question will display the associated ORCID iD:

### \* Open Researcher and Contributor ID (ORCID)

ORCID is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>

The ORCID iD associated with your account is:

 0000-0000-1234-5678

 Remove |  Update

## 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.

### 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 notificatation 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 someone at the journal.

Review MCU1-201705-0001-OA

Go to Score Sheet

Due 18-Jun-2017

Contact Journal

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.

Contact Journal

\* To
Gwen.Baker@thomsonreuters.com

CC

BCC

From: davidauthor@demo.test

\* Subject


\* Message


Close

Send Message

## OTHER NOTIFICATIONS

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



 **Review overdue** ✕  
The due date for **MCU1-2013-08-0015** was **21-Oct-2017**. [Continue Review](#)

 **Due Date Approaching** ✕  
The review for **MCU1-2014-06-0019** will be considered overdue on **20-Mar-2018** [Continue Review](#)

## 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.

### Review MCU1-201507-0006-OA.R1


Proof ▾
 Files
Details
Instructions
 Search Tool

**MCU1-201507-0006-OA.R1**



Mary Lou C - Blue Ridge Mountain Region in July

<b>Status</b>	Awaiting Reviewer Scores
<b>Author(s)</b>	<b>Retton, Mary Lou</b> - University of NH <b>Madison, James</b> - James Madison University <b>Madison, Dorothy</b> - University of Virginia <b>Coauthor, David</b> - University of Pennsylvania
<b>Manuscript Type</b>	Original Article
<b>Submitted</b>	19-May-2017
<b>Proof</b>	<a href="#">Open PDF</a>  <a href="#">Open HTML</a> 

**Version History**

**MCU1-201507-0006-OA** [Submitted Review](#) 

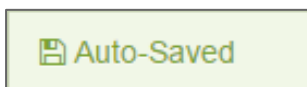
Mary Lou C - Blue Ridge Mountain Region in July

<b>Status</b>	Major Revision (19-May-2017)
<b>Author(s)</b>	<b>Retton, Mary Lou</b> - University of NH <b>Madison, James</b> - James Madison University <b>Madison, Dorothy</b> - University of Virginia <b>Coauthor, David</b> - University of Pennsylvania
<b>Manuscript Type</b>	Original Article
<b>Submitted</b>	20-Jul-2015
<b>Proof</b>	<a href="#">Open PDF</a>  <a href="#">Open HTML</a> 
<b>Admin</b>	Baker, Gwen
<b>Decision Letter</b>	<a href="#">Decision Letter for MCU1-201507-0006-OA</a>
<b>Response</b>	<a href="#">Author's response for MCU1-201507-0006-OA</a>

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.



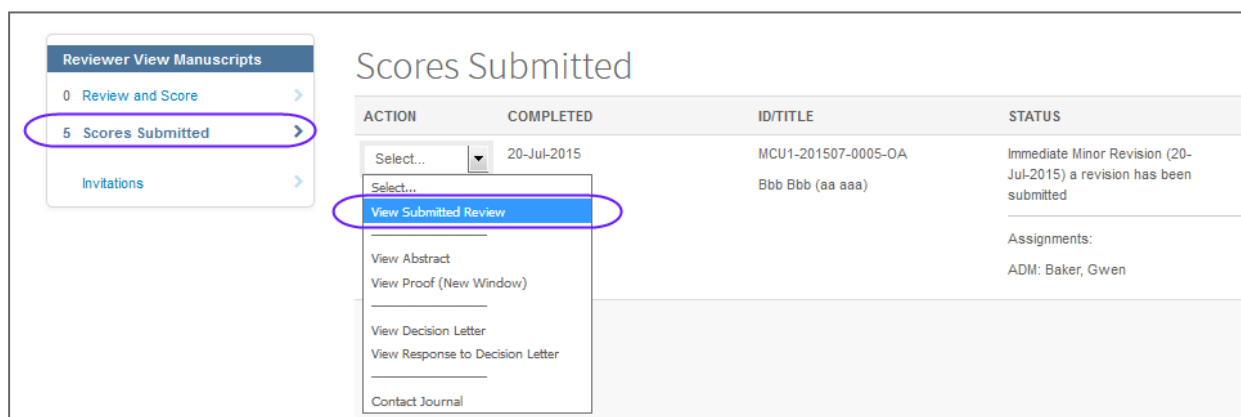
Reviewers have the option of saving manually, using the **Save as Draft** button. You can also print using the **Save & Print** button. Using the browser controls or Save & Print button will print the right side of the page which includes the ID, Title, and Form.

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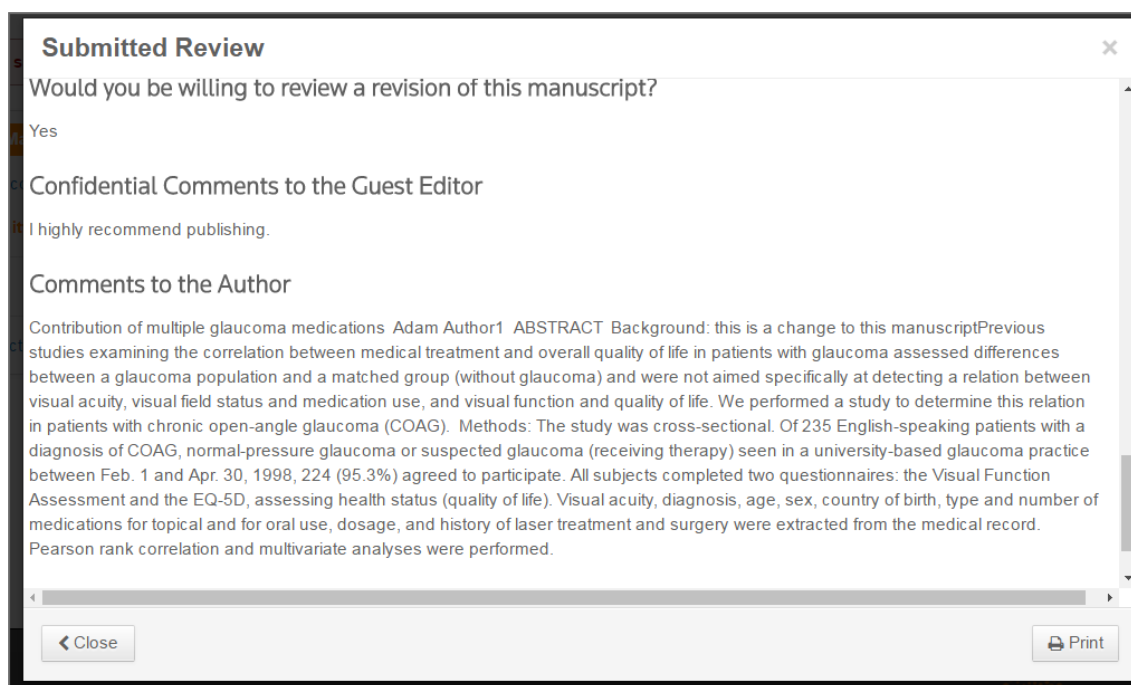
- 0 Review and Score
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### Scores Submitted

ACTION	COMPLETED	ID/TITLE	STATUS
Select...	20-Jul-2015	MCU1-201507-0005-OA	Immediate Minor Revision (20-Jul-2015) a revision has been submitted
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<b>View Submitted Review</b>			
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#### Confidential Comments to the Guest Editor

I highly recommend publishing.

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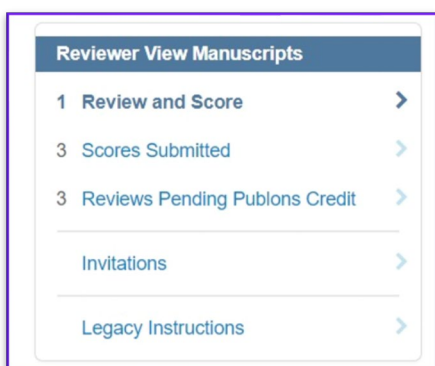
Contribution of multiple glaucoma medications Adam Author1 ABSTRACT Background: this is a change to this manuscriptPrevious studies examining the correlation between medical treatment and overall quality of life in patients with glaucoma assessed differences between a glaucoma population and a matched 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.

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