

Practical Guide

For Reviewers

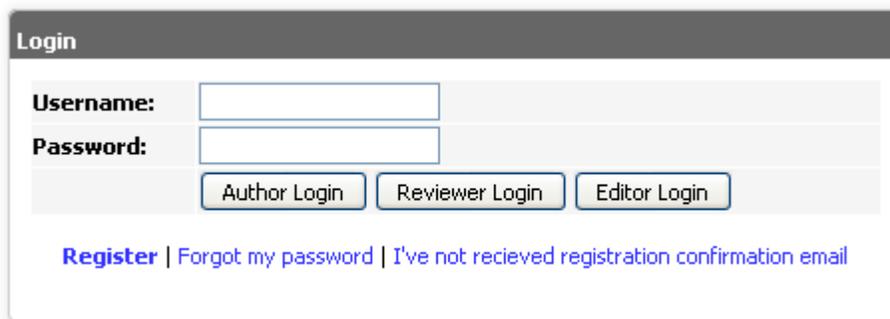


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## Introduction

'Manuscript Online' is an online system for submitting and reviewing essays. If your intended journals use this system, you can review your essays from anywhere in the world. In order to login to your intended journal system, first click on the journal name on the Website Homepage. The first page you can see would be the Login page. Now you need to have a username and password to login to the system. (Picture 1)



Login

Username:

Password:

Author Login Reviewer Login Editor Login

[Register](#) | [Forgot my password](#) | [I've not recieved registration confirmation email](#)

Picture 1

**Attention:** In order to login to system as a Reviewer, you should first register or be registered as an author. Secondly, you should be selected by the journal editor as a Reviewer.

## Registration

You might have been automatically registered by the journal moderator in advance. In this case, you will receive a confirmation notification email titled 'Registration Confirmation' in which you will be granted a username and password. In order to activate the username and password, you have to click on the link at the bottom of your email body. (Picture 2)



## Register

The image shows a registration form titled "Personal Information". At the top, there is a dark grey header with the text "Personal Information" in white. Below the header, a red message says "Please fill all fields." The form contains the following fields:

- Title:** A dropdown menu with "Select" and a downward arrow.
- First Name:** A text input field.
- Last Name:** A text input field.
- Degree:** A long text input field.
- Affiliation:** A long text input field.
- Address:** A large text input area.
- Tel:** A text input field.
- Email:** A text input field.
- Username:** A text input field.
- Password:** A text input field.
- Confirm Password:** A text input field.

At the bottom right of the form, there is a button labeled "Register".

picture 4

2. Enter your desired username and password.
3. Press the "Registration" button.
4. Then registration confirmation window opens up and, after thank you message, it will ask you to check your email.
5. There will be an email in your mail box with the title of 'Registration Confirmation' (resembling the picture shown in the previous page). Open it and then click on the link at the bottom of the page. This act is essential for your username and password to be activated.

After following up this process, you should wait to be selected by the journal as one of the Reviewers. Nonetheless, you can still login to the system as an author.

**Attention:** The notification letter sent to your mailbox might be automatically recognized by your mailbox service as spam and therefore stored in the Bulk or Trash or Junk folder. So you should check these folders in your mail box as well.

## Login to system

1. Go to Login window.
2. Enter your username and password.
3. Click on "Reviewer Login" button and login to system as a Reviewer.



The screenshot shows a login form with two input fields: "Username:" and "Password:". Below the fields are three buttons: "Author Login", "Reviewer Login", and "Editor Login".

picture 5

**Attention:** If you have forgotten your password after registration, you can click on "I've forgotten my password" (picture 6). Then enter your username and your email address, so that your password would be sent to your provided email address.



The screenshot shows a form for recovering a password. It has two input fields: "Username:" and "Email:". Below the fields is a button labeled "Recover Password".

picture 6

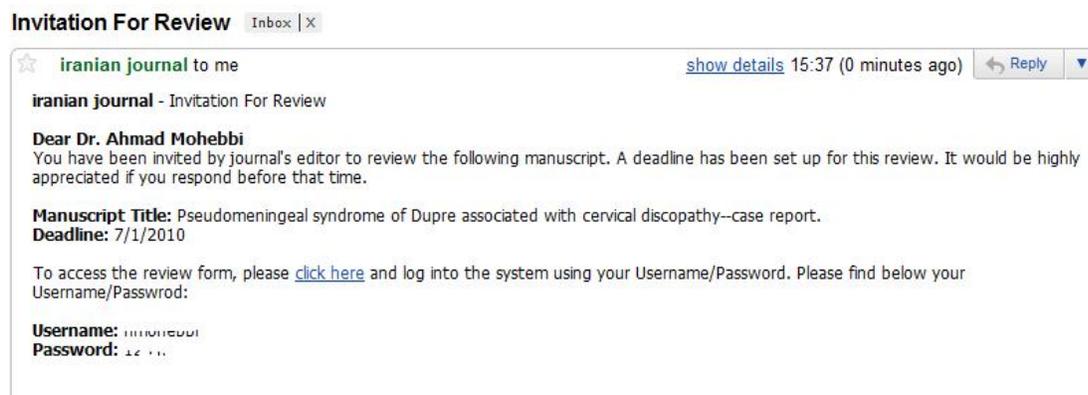
The first page you can see after login to the system is the main page of the Reviewers' section. You can find the 'Main Menu' on the right sidebar and the useful links **which might be of your later use**. A detailed description of this section will be provided at the end of this guide. A summary of the essays sent to you is presented on the main section of the window. The information shown in this section is specific to you and no one else can access it.



Picture 7

## Reviewing a new essay

You have received an email under the title of "Invitation for Review". You are free to choose to either accept its review or to decline it. (Picture 8)



Picture 8

Immediately after your login to system, you will find the first page which is the main window of review section. In this window you can see all new and old essays which are sent to you for reviewing. (Picture 7)

By clicking on "Incomplete Reviews", the list of the incomplete reviews will be shown to you.

If the review has been recently sent to you, you have to accept it first.

By using "Yes" or "No" links at the bottom of "Accepting Review" column on the left side of the table, you can either accept or refuse reviewing a certain essay. (Picture 9)

## Review

#	Manuscript Title	Assigned	Deadline	Uploaded Files	Accept to Review
1	Pseudomeningeal syndrome of Dupre associated with cervical discopathy--case report.	5/16/2010	7/1/2010		YES   NO

- Uncompleted Review (0)
- Old Reviews (0)

Picture 9

In case you refuse to review an essay, the title will be omitted from your received essay list.

In case you accept it, the essay title will remain in received essays list and you can continue with the review process:

1. Click on the 'Essay' title.
2. In the section titled 'Essay Features', the title of the essay and the related files will be presented.
3. For reading Essay files you can:
4. Click on each file. Then the file opens up immediately and you can read it online or save it somewhere on your computer.
5. Right click on the file name. Choose the "Save target as..." option; consider an appropriate location for saving the file there and then press "Save" button. The Essay files will be saved for your later use and they will be available for future offline readings. (picture 10)

### Review

« Back

Uncompleted Review | Old Reviews

Assigned: 5/16/2010 | Deadline: 7/1/2010

**Pseudomeningeal syndrome of Dupre associated with cervical discopathy--case report.**

Submitted Files

#	File Name	File Size
1	VERIFICATION of ID.doc	50 KB

Review Form

You can save your comments whenever you want and continue to fill the form at a later time and send the review results to the journal when you're done.

Picture 10

6. "Review Form", as defined by the journal, is available for the review of essays, and it includes open or close questions regarding every aspect of the Essay. (picture 11)

Review Form Save Send the review results to the journal

You can save your comments whenever you want and continue to fill the form at a later time and send the review results to the journal when you're done.  
**Note:** This form will be automatically saved every 5 minutes.

1 Is the Title Acceptable?

2 Your overall Idea about this Article

3 example question... 1 2 3

Overall Judgment

Acceptable as it is  
 Acceptable with minor revision  
 Acceptable but needs critical revision  
 Not Acceptable

Save

Picture 11

7. After reading all essay documents and with the use of review form, you can comment upon details of the essay by filling out the review form.
8. At the end, leave your conclusive comment about the essay.
9. Press "Save" button. The entered information will be saved.

**Attention:** You can save the entered information any time you wish and continue with the process later. Keep in mind that in order to avoid accidental information loss, the review information will be saved automatically every five minutes.

After filling out the form, you can submit it to the journal any time you wish. For this, just click on "Submit Review to the Journal". (picture 12)

Save Send the review results to the journal

✓ Saved Successfully.

Picture 12

Your review is now sent to the editor-in-chief and the details will be saved in "Previous Reviews" section. (picture 13)

### Review

Uncompleted Review | [Old Reviews](#)

#### Pseudomeningeal syndrome of Dupre associated with cervical discopathy--case report.

✓ Review result is sent to the journal.

**Review**  
5/16/2010

[Sent Form](#) | [Author reply](#)

1. Is the Title Acceptable? **yes**
2. Your overall Idea about this Article **ok**
3. example question... **2**

**Overall Judgment:** Acceptable as it is

Picture 13

By clicking on "Previous Reviews" in the main window of Reviewers' part, you can find the title of the essays you have previously read and submitted. By clicking on the essay title, you will have access to its features, including the title and the essay files. In addition, your comments on each part of the review form are available at the bottom of "Previous Reviews" according to submit date results. (picture 14)

### Review

[« Back](#)

Old Reviews				
#	Manuscript Title	Assigned	Deadline	Review
1	Pseudomeningeal syndrome of Dupre associated with cervical discopathy--case report.	5/16/2010	7/1/2010	5/16/2010

Picture 14

## Re-submitting Essay for review

If an essay is resent to you for further review after it is revised by the author, you can do as the following:

1. Go to "New Essays" section; the essay will be placed in 'new essays' section. Now you are free to either accept or decline the review of that essay.
2. As before, click on the essay title. Essay Features window as well as a form of a new review will then show up.
3. New files might have been sent for you.
4. There will be a section titled 'Previous Reviews' set for this particular essay which is ordered according to the review dates. You can find out the review details by clicking on it (picture 15). Also, you can get the responsible author's reply by clicking on "Author's Reply".

The screenshot shows a web interface for reviewing an article. At the top, there is a 'Review' header with a red arrow pointing down and a 'Back' link. Below the header, there is a navigation bar with 'Uncompleted Review' and 'Old Reviews' tabs. A green bar indicates the review status: 'Assigned: 5/16/2010 | Deadline: 9/1/2010'. The article title is 'Pseudomeningeal syndrome of Dupre associated with cervical discopathy--case report'. Below the title is a 'Submitted Files' table:

#	File Name	File Size
1	VERIFICATION of ID.doc	50 KB
2	revised Article.docx	0 Bytes

Below the table is a 'Review Form' section with a 'Save' button and a 'Send the review results to the journal' button. The form contains the following text:

You can save your comments whenever you want and continue to fill the form at a later time and send the review results to the journal when you're done.  
**Note:** This form will be automatically saved every 5 minutes.

1 Is the Title Acceptable?

2 Your overall Idea about this Article

Picture 15

5. The review form will be sent to you just like a new review and you should fill it out as well.
6. Finally, write your general comments and suggestions and choose one of the options.
7. Press the "Save" button and after saving your comments, press the button "Submit Review to the Journal".

**Attention:** The so-called essays which have been reviewed and surveyed by you will be archived for your access in "Previous Reviews" section, unless they are deactivated for any reason before submitting the review results.

## Changing Features

### Changing My Features

If you want to change your features which you have recorded while registering for the journal, you can use the option in this section. (picture 16)



[Edit Profile](#) | [Change Password](#) | [Online Support](#) | [Tutorial for Reviewers](#) | [Logout »](#)

Picture 16

### Resetting the Password

If you want to reset your password, you can do it by providing your previous password and typing the new password you have chosen twice. (picture 16)

### Online Support

Online Support is meant to answer technical problems and guide users through the application process to the system, and it is not limited to a certain journal. In order to use this service, you can act in the following order:

1. Click on "Online Support".
2. Click on "New Request". (picture 17)

## Support



[New Ticket](#)

**Open Tickets (0)**

There is no ticket.

**Closed Tickets (0)**

Picture 17

3. Then the window for the new request pops up. Now enter the subject of your query and description of the problem in the related parts and then press "Submission" button. (picture 18)

## Support

**New Ticket**

**Dear User,**  
Online Support is for technical issues only and does not address issues related to any specific journal.  
Should you have any question about your manuscript status or any other question that should be addressed by a specific journal, please [contact the journal](#) directly.

Please fill all fields.

**Ticket Subject:**

**Detail:**

Picture 18

4. Your request will be sent to the Support team and will be placed at "Open Requests" section. By clicking on the request subject shown in the main page of online support, you can view your request details in a new window
5. When your request is answered, the Latest Change column will be changed from "You" to "Support". The exact date of the latest changes will be viewable as well.

In order to view the answer, you should click on "Request" after entering the Online Support section (picture 21). Within the new window, you will see your question and its answer. In case you have not received your answer or you are asked for some more explanations, you can continue with writing out the necessary explanation again in the section "New Post" and submit it to Support.

**Attention:** As long as your question is not completely answered, and the dialogue between you and the Support service is going on, your request will remain in the 'Open Request' section and you can keep communicating with the Support service.

When the dialogue is totally finished and the problem is successfully answered by the support service, the request will be sent to the "Closed Requests". If necessary, you can also open a close request again any time you wish and continue corresponding with the support team.

**Attention:** Online support has been designed for technical problem through your reviewing. Some parts of your question are likely regard in journal's editor and journals policy. For solving this type of question (for instance disabling of your reviews or following of an article ) please contact the journal's office