



# Editorial Manager®

## Tutorial for Reviewers

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## Reviewer Tutorial

### *Reviewer Software Requirements*

Reviewers using Editorial Manager (EM) must have Adobe Acrobat Reader (a PDF reader) installed on their systems. If needed, Acrobat Reader can be downloaded at the following address:

<http://get.adobe.com/reader>

Difficulties with installing or using this Acrobat Reader should be reported to the publication's IT department for assistance. Adobe also offers a help database for the free Reader at this address:

<http://www.adobe.com/support/reader>

For general Software and Hardware requirements when using EM, please use the following link:

<https://www.ariessys.com/views-press/faqs/q-what-are-the-technical-requirements-for-running-editorial-manager-in-the-editorial-office/>

A pop-up alert is displayed if a user accesses the system with an unsupported browser.

## Registering with the Publication's EM Site

### *Standard Registration*

A set of menu options is available at the top of the screen on the main 'Navigation Menu'. Click on 'REGISTER'.




The following screen will be displayed:

## Pre-registration Page

To register to use Editorial Manager, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

**Choose a Registration Method**

Retrieve your details from the ORCID registry:

 Use My ORCID Record

Or type in your details and continue to register without using ORCID:

Given/First Name\*

Family/Last Name\*

E-mail Address\*

---

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Login Details?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

---

Fill in the Required Pre-Registration information and click 'Continue >>' when done. There will then be a Duplicate Registration Check performed.

## Duplicate Registration Check

EM will execute a search of the database for a duplicate record once the Pre-Registration page has been completed and the user clicks 'Continue >>'. This will execute a search of the database for a duplicate record.

**Note:** *It is important that users enter their name exactly as they are known. It is not unusual for variations in spelling to cause duplicate entries in the database.*

## Possible Outcome of Duplicate User Test

If a match is found (i.e., presence of duplicates), the user will not be able to proceed with the Registration. The user may opt to receive an email containing the Username and Password associated with the email address that is already in the system. Users should click on 'Forgot You Login Details?' if they could already be registered.

## Pre-registration Page

**Duplicate Registration**

---

The data you entered indicates that you have already registered for Editorial Manager. Please click the appropriate button below to provide further information about your account and receive your login credentials via email. If you remember your login information, click the 'Login' link on the navigation bar above to log into the system.

---

If the user is certain that they have not already registered, the user should click on 'Back'. The system will then present the 'Registration' page again, which provides an option to change First Name, Last Name, E-Mail Address or all three fields.

If no matches are found (i.e., no duplicates), then proceed to the second step – the Registration process.

## Registration Using ORCID

Users may not only retrieve their ORCID but also their name and contact details from their ORCID record. Users who select this option will experience the standard ORCID authorization interaction, giving EM permission to read information from their profile.



Choose a Registration Method

Retrieve your details from the ORCID registry:

Or type in your details and continue to register without using ORCID:

Given/First Name\*

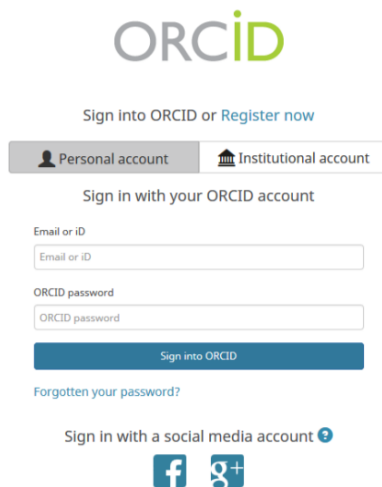
Family/Last Name\*

E-mail Address\*

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Login Details?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

Users are then taken to ORCID to sign in.



ORCID

Sign into ORCID or Register now

Sign in with your ORCID account

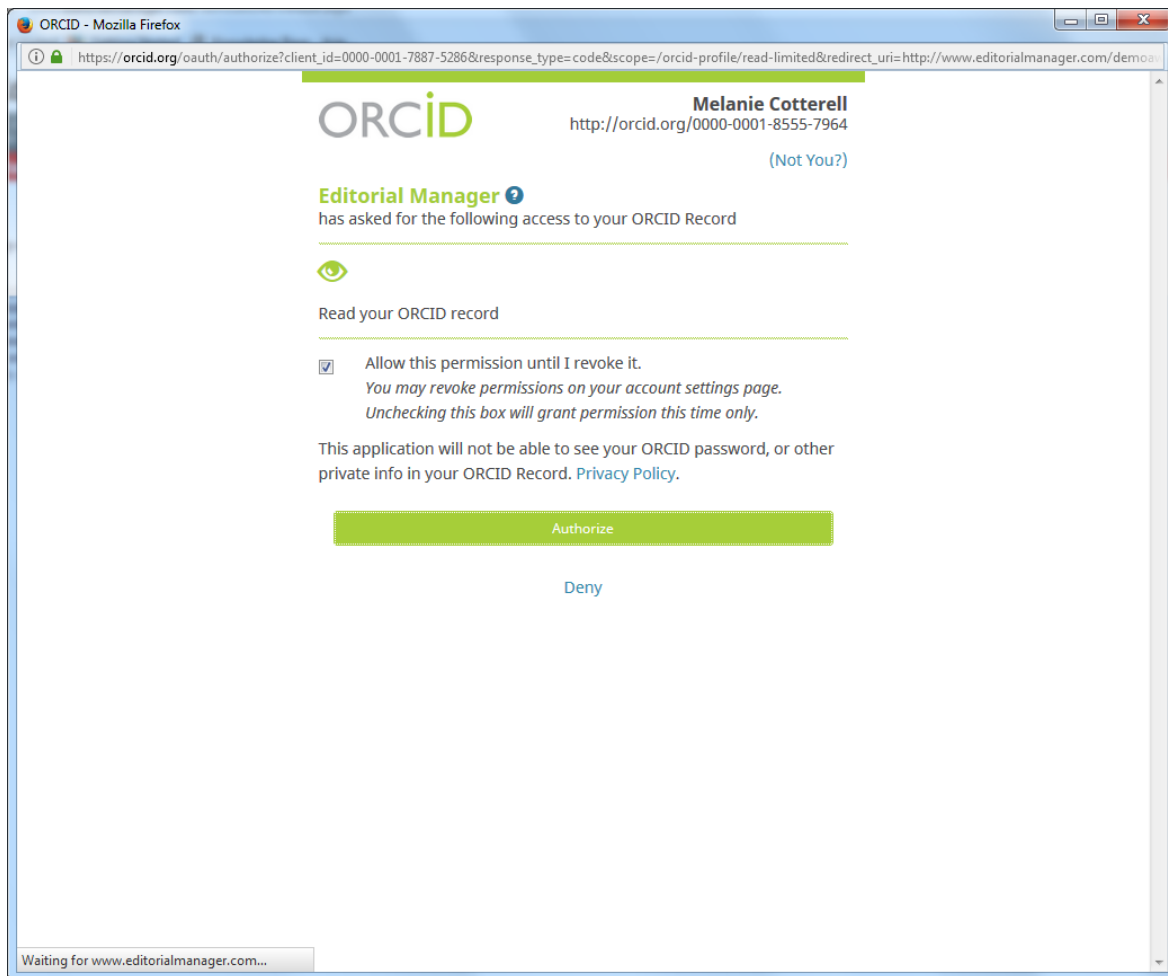
Email or iD

ORCID password

Forgotten your password?

Sign in with a social media account

The user grants permission for ORCID to push information to their EM registration.



If the data are available and not set to private in the ORCID record, the following fields will be populated in EM:

- Given/First Name
- Family/Last Name
- E-mail Address
- Position
- Institution
- Department
- City
- State or Province
- Country
- Keywords (if configured as a Registration Field)


**Note:** A Publication may require a user to have an authenticated ORCID record before they can submit..

## Registration Process

If you aren't using ORCID, fill in the name and email fields and select Continue>>.

**Choose a Registration Method**

**Retrieve your details from the ORCID registry:**

 Use My ORCID Record

**Or type in your details and continue to register without using ORCID:**

Given/First Name\*

Family/Last Name\*

E-mail Address\*

---

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Login Details?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

---

The following screens will be displayed:

**Login Details**

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

Enter preferred user name \*

Password \*

Re-type Password \*

**Note:** Users must remember this username in order to access the Publication's EM System. If the preferred user name is already taken, when you try to proceed with the registration, you'll be directed back to this page to select a new one.

**Personal Information**

Title \*  (Mr, Mrs., Dr., etc.)

Given/First Name \*

Middle Name

Family/Last Name \*

Degree  (Ph.D., M.D., etc.)

Preferred Name  (nickname)

Primary Phone  (including country code)

Secondary Phone  (including country code)

Secondary Phone is for  Mobile  Beeper  Home  Work  Admin. Asst.

Fax Number  (including country code)

E-mail Address \*

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) **Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read More.](#)**

ORCID  [Fetch/Register](#)  
[What is ORCID?](#)

**Institution Related Information**

Position

Institution \*  (max 300 characters)

Department  (max 450 characters)

Street Address

City

State or Province

Zip or Postal Code

Country \*

Address is for \*  Work  Home  Other

Available as a Reviewer?\*  Yes  No

**Note:** Information fields marked with asterisks (\*) cannot be left empty.

A user may indicate to the Publication that the user is available as a Reviewer, by selecting “Yes” in response to the question, ‘Are you available as a Reviewer?’

### Areas of Interest or Expertise

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button, or by adding your own Personal Keywords individually using the "Edit Personal Keywords" button.

**Personal Classifications \*** (None Selected)

**Select 3-5 Classifications**

**Personal Keywords** (None Defined)

If the Publication is using Classifications, users may also select Personal Classifications from a predefined list.

**Note:** If the Editorial Office has set up Classifications as a required field, users must select the required number of areas of expertise from this predefined list.

### Select Personal Classifications

Please identify your areas of interest and specialization by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

Search:

[Matching terms display in red text]

Expand All Collapse All

- Plastics
- Prospective Study
- Public Policy/Standards
  - cost-benefit analysis
  - ethics
  - FDA
  - legal
  - medical care delivery
  - medicare

**Selected Classifications:**

- Plastics
- cost-benefit analysis

Expand All Collapse All

Users can click on 'Select Personal Classifications' to access the screen to enter areas of expertise. The predefined list can be expanded or collapsed by clicking the [+] or [-] boxes. To add a Personal Classification, check the appropriate Classification and click on the 'Select' button. The number of Personal Classifications allowed is determined by the Publication. When all of the appropriate areas of expertise have been selected, click on the 'Submit' button on the bottom of the page.

If the Publication has Classification Ranking enabled, users may be asked to specify levels of personal expertise for their selected Personal Classifications.

**Areas of Interest or Expertise**

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own Personal Keywords individually using the "Edit Personal Keywords" button.

**Personal Classifications \***

- cost-benefit analysis No Ranking Selected
- ethics No Ranking Selected
- FDA No Ranking Selected

Clicking the 'Rank Personal Classifications' button will direct you to a pop-up window where users have the option to rank their experience level for each Classification as 'Low', 'Medium', or 'High'.

**Rank Personal Classifications**

Classification	Experience Ranking				Remove Classification
cost-benefit analysis	<input type="radio"/> None Selected	<input type="radio"/> Low	<input checked="" type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
ethics	<input type="radio"/> None Selected	<input type="radio"/> Low	<input checked="" type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
FDA	<input type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input checked="" type="radio"/> High	<input type="checkbox"/>

If the Publication is using Personal Keywords, users may enter free-form Keywords that identify areas of expertise not included in the predefined Personal Classifications list.

**Note:** If the Editorial Office has set up Personal Keywords as a requirement, users must enter the minimum number of Keywords indicated.

**Edit Personal Keywords**

**Current Keywords**

Oncology Pharmaceuticals Remove Edit

New Keyword:

Click 'Edit Personal Keywords' to access the screen to enter free-form areas of expertise. To add a new Keyword, type the Keyword(s) into the 'New Keyword' field and click on 'Add'. Click on 'Close' after all Personal Keywords have been entered.

## Multiple E-mail Address Request

It is strongly suggested that users enter a second email address. If the system emails get caught in a SPAM filter for one email address, users can still receive the email at a secondary email address from a different service provider (i.e., Gmail, Outlook, Hotmail, etc.).

**E-mail Address \***

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) **Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read More.](#)**

## Custom Registration Questions

Users may be required to acknowledge Privacy Policies and be presented with additional questions from the Publication. A red asterisk indicates required information.

When satisfied with the information that has been provided, click the 'Continue >>' button at the bottom to proceed.

A 'Registration Confirmation' page will appear. Please ensure that everything is spelled correctly, and that the email address is correct.

## Confirm Registration

**Please confirm the following very important information:**

Given/First Name: **Jane**  
Family/Last Name: **Smith**  
Username: **jane**  
E-mail Address: **jsmith@ariestrash.com**  
Country or Region: **UNITED STATES**

---

Do you want to subscribe to our newsletter?

Please click on the privacy policy links below and then check the box.

\* I acknowledge that my personal information will be accessed, used and otherwise processed in accordance with the [Publisher's Data User Privacy Policy](#) and the [Aries Privacy Policy](#).

If the information is correct and you wish to complete this registration, click the 'Continue' button below.

---

  >

If all fields are correct, click 'Continue >>'. The Registration process is now complete, and the user may check their email for a confirmation.



The email contains the new user's username and a link that will take the user into EM to change their password, if desired.

### Change Password

Please enter your new password. If this publication enforces specific password guidelines, they will be listed below.

New Password	<input type="password"/>
Re-type New Password	<input type="password"/>

### Proxy Registration

When an Editor invites a Reviewer to review a Submission, and the Reviewer is not already registered in the publication's EM site, the Editor is given the option to Proxy Register the new user. The Editor must supply the minimum information of 'First Name', 'Last Name', 'E-Mail Address' and 'Country'. If a user has been proxy registered, the new user may receive an email detailing this username and password. The first time the user logs in to the system, they will be prompted to enter any additional information the Editor may not have included in the record.

Users may also receive an email invitation to review a paper at this time. The email will usually contain links that point to the publication's site and to the paper that the Reviewer has been invited to review. Reviewers may choose to Accept or Decline the invitation.

### Requesting Removal

In accordance with Aries' Privacy Policy and data protection standards, registered users have the "right to erasure" if they want to be removed from the journal's database. To request removal, click the link that appears in the footer of all system-generated emails (shown in email above). You will be prompted to login for identity verification purposes.

## User Verification – Request Removal

This page is to request the removal of your personal registration information. Click the links below to view the privacy policies.

[Aries Privacy Policy](#)

[Publisher's Data Use Privacy Policy](#)

Insert Special Character

Please Enter the Following

Username:

Password:

**Or Login via:** [What is ORCID?](#)

[Send Login Details](#)   [Login Help](#)   [Manuscript Services](#)

---

Please enter your login information or use your ORCID iD for verification purposes. Select the Proceed button to continue with the Removal Request or select the Cancel button to exit.

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[Aries Privacy Policy](#) | [Publisher's Data Use Privacy Policy](#)

You may add additional comments and then click "Please Remove My Details".

## Request Removal

This page is to request the removal of your personal registration information. Click the links below to view the privacy policies.

[Aries Privacy Policy](#)

[Publisher's Data Use Privacy Policy](#)

Request Removal

**Thank you for confirming your identity. You may proceed with your request to remove your personal registration details by clicking the 'Please Remove My Details' button.**

Jessica Snapke

tinafeischer1@gmail.com

Aries Systems Corporation  
Client Services

UNITED STATES

Please enter any additional comments you wish to make to the publication staff:

You will be prompted to confirm.

**Request Removal**

Are you sure you want to proceed with your request to remove your personal registration information from DEMO TF Beta Site?

Click "Proceed", and you will receive a confirmation screen. Note that the removal is not instantaneous. The Journal Office is sent your request/comments and will then remove you from the system.

<b>Request Removal Complete Confirmation</b>	We have received your request to remove your personal information and are in the process of fulfilling your request. Please note you may continue to receive emails as we process your request.
--	---

## Logging In

### Standard Login

Users can begin to use the system once they have received a notification email from the Editorial Office containing their username and a link to create their password.

Go to the Publication's EM website. At the top of the Navigation Main Menu, a set of options is available. Click on 'LOGIN', as shown below:



The Login screen will be displayed. Enter the username and password in the appropriate fields. Click on the 'Reviewer Login' button.

The image shows a login form titled "Please Enter the Following". It contains two input fields: "Username:" with the text "jane" and "Password:" with a masked password of seven dots. Below the fields are four buttons: "Author Login", "Reviewer Login" (indicated by a red arrow), "Editor Login", and "Publisher Login". At the bottom, there is a section for "Or Login via:" with an ORCID icon and a link "What is ORCID?". Below this are links for "Send Login Details", "Register Now", and "Login Help". At the very bottom, there is a copyright notice: "Software Copyright © 2020 Aries Systems Corporation." and links to "Aries Privacy Policy" and "Publisher's Data Use Privacy Policy".

Once a user has successfully logged in, the 'Reviewer Main Menu' will display the 'New Reviewer Invitations', 'Pending Assignments', and 'Completed Assignments' folders. The number of Submissions in process or completed in each folder will be displayed in parentheses by the side of each folder name.

## Reviewer Main Menu

[My Review History](#)

### Review Assignments

[New Reviewer Invitations](#) (1)

[Pending Assignments](#) (0)

[Completed Assignments](#) (4)

## Switching Between Roles

All users are automatically registered as Authors. If users have multiple roles within the Publication (e.g., also a Reviewer), it is possible to set up a default login role. The option to do this can be found by clicking on the 'Update My Information' link on the 'Navigation Menu'. However, if at any time in the future, a Reviewer would like to submit a paper to the publication, they would need to click on the button labeled 'Author Login' when logging in to their account.

If you are logged in, the username is and Editor are displayed on the navigation banner, along with a drop-down menu containing all roles currently assigned if the journal has this configured to appear.

Clicking on the Role drop-down menu displays all roles that have been assigned to the user's record. Selecting any of those roles will display the appropriate EM menu.

## Logging in with ORCID

Click on LOGIN on the navigation banner to reach the EM Login screen (see below). Then click the "Login via: iD" button and complete the ORCID credential fields.

**Please Enter the Following**

Username:

Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

Or Login via:  [What is ORCID?](#)

[Send Login Details](#) [Register Now](#) [Login Help](#)

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[Aries Privacy Policy](#) | [Publisher's Data Use Privacy Policy](#)

You will be taken to ORCID to sign in.

### Single Sign-on via ORCID

Users who have already authenticated an ORCID with their EM user account will be able to login with their ORCID credentials immediately. First-time EM users will have to first authenticate their ORCID record first before successfully logging into EM.

If Single Sign-on via ORCID is enabled, an ORCID icon will display on the Login page. Clicking the icon will take the user to ORCID to verify their credentials and confirm the ORCID record to use for the login. Once verified, assuming they have previously authenticated their ORCID record, the user is logged into EM.

If they have not previously authenticated their ORCID record, EM will ask them to log in (or register) normally. This will automatically authenticate their ORCID record for that EM login, and they will be able to log in via ORCID in future.

#### Example ORCID authentication interaction after login

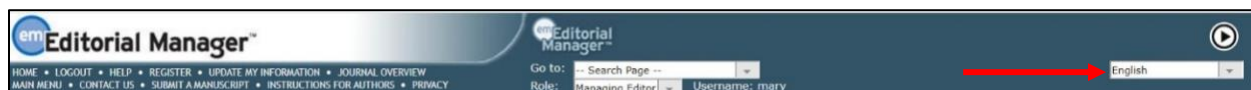
**Note:** The user's ORCID password is never exposed to EM; the user is asked to log into ORCID and authorize the login, then the ORCID site provides EM with the ORCID record to use via a secure channel.

## Time Zone Display

Depending on the configuration of your Publication, you may see a 'Time Zone Footer' frame when logged into EM. This displays the current site time as well as your local time. Clicking on the link 'Site time' brings up a pop-up window providing additional time zone information.

## Multi-Language Toggle

If your Publication provides access to secondary languages, you will see the 'language drop-down' in the top right corner of your screen as part of the 'Main Menu'. Here you may choose to display the site in a language other than the Publication's default language by selecting from the list of available languages.



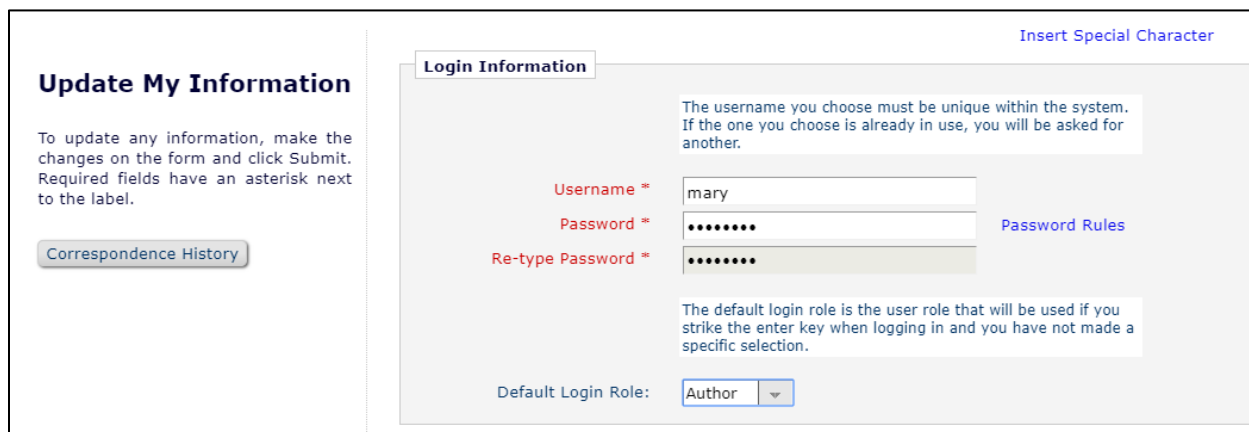
If you switch to an alternate language, your preference will be saved by the system and the site will display in that language at each subsequent login. Your preferred language is recorded as the one most recently displayed.

## Changing Passwords

Users may change their password at any time but must first be logged in to the system. From the 'Navigation Menu' at the top of the screen (see below) select 'UPDATE MY INFORMATION'.



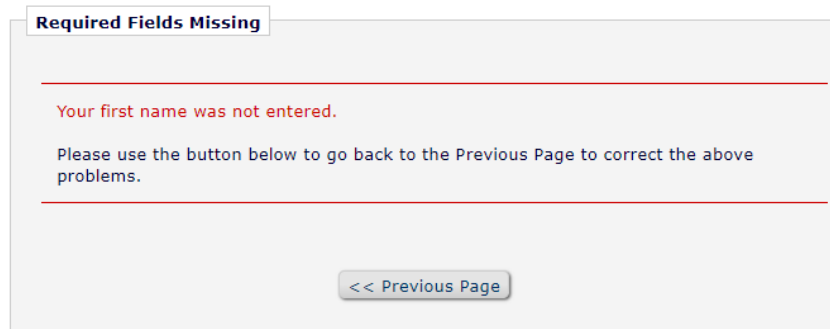
The 'Update My Information' page will be displayed:

A screenshot of the 'Update My Information' page. The page title is 'Update My Information'. Below the title, there is a brief instruction: 'To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.' There is a 'Correspondence History' button. The main form area is titled 'Login Information' and contains the following fields: 'Username \*' with the value 'mary', 'Password \*', and 'Re-type Password \*'. There are informational messages: 'The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.' and 'The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.' The 'Default Login Role' is set to 'Author'. There is a link for 'Insert Special Character' and a link for 'Password Rules'.

The user will then be redirected to the Registration screen, where all of the personal information currently available to the Publication is displayed, and may be updated as needed.

Once changes have been made, click on the 'Submit' button. EM will check to see if all of the required fields have been entered. If not, the following warning will be displayed:

## Validation Error



A dialog box titled "Required Fields Missing" with a red border. The text inside reads: "Your first name was not entered." followed by "Please use the button below to go back to the Previous Page to correct the above problems." At the bottom center is a button labeled "<< Previous Page".

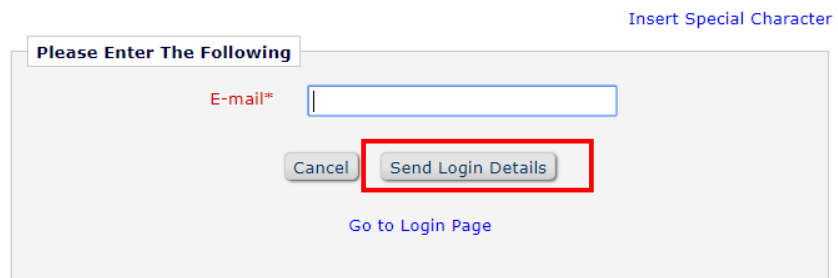
Users should return to the information pages (click on the '<< Previous Page' button) to complete the required fields.

## Send Username/Password

If a user has an existing account in the system, they may choose to recover this information by clicking the 'Send Login Details' link and entering the required information and clicking on the 'Send Login Details' button.

## Account Finder

Enter your e-mail address in the provided box. If an account exists with this e-mail address, your Login Details will be e-mailed to you.



A form titled "Please Enter The Following" with a blue border. It features an "E-mail\*" label and an empty text input field. To the right of the input field is a link "Insert Special Character". Below the input field are two buttons: "Cancel" and "Send Login Details", with the latter highlighted by a red rectangle. At the bottom center is a link "Go to Login Page".

If the system finds an existing record matching the provided information, an email containing the user's username and a link to reset their password will be sent to the address on record.

## Entering Unavailable Dates

EM allows users to enter Unavailable Dates from the Additional Information section of the 'Update my Personal Information' page. These unavailable dates can then be taken into account when Editors Invite or Assign Reviewers to Submissions.

**Additional Information**

Unavailable Dates

---

indicates affirmative response

<input type="checkbox"/>	Do you want to subscribe to our newsletter?
<input checked="" type="checkbox"/>	I acknowledge that my personal information will be accessed, used and otherwise processed in accordance with the <a href="#">Publisher's Data User Privacy Policy</a> and the <a href="#">Aries Privacy Policy</a> .

Reviewers enter dates for which they are not available and provide a short reason for their unavailability. They can also enter up to three potential substitutes.

**Add Unavailable Date**

Please enter the dates that you are unavailable. This information will be taken into consideration when your assistance is desired. You may also enter details of up to three people who the publication may contact in your absence.

**Please Enter the Following**

Start Date:  (mm/dd/yyyy)

End Date:  (mm/dd/yyyy)

Reason:

[Insert Special Character](#)

**Substitute Information**

First Substitute Name:

First Substitute E-mail:

Second Substitute Name:

Second Substitute E-mail:

Third Substitute Name:

Third Substitute E-mail:

## Receiving Reviewer Invitations

Notification of Reviewer Invitations will arrive by email. When invited to review a manuscript, the Reviewer will need to indicate whether the invitation will be accepted or declined. To view outstanding Reviewer Invitations, log in and on the 'Reviewer Main Menu', click 'New Reviewer Invitations'. This will provide you with a list of Reviewer invitations that have yet to be accepted or declined.

### Reviewer Main Menu

[My Review History](#)

#### Review Assignments

[New Reviewer Invitations](#) (1)

[Pending Assignments](#) (0)

[Completed Assignments](#) (4)

Users may receive the text of the abstract in the initial email invitation to review. Depending on how the Editorial Office has configured the invitation process, you may also be granted access to download the manuscript before agreeing to review.

Quicklinks Collapse

**New Reviewer Invitations for Richard Reviewer**

You have been invited to review the following manuscripts. Please Agree to review or Decline to review the manuscript.

Page: 1 of 1 (1 total submissions) 10 results per page

Action	Manuscript Number	Article Type	Article Title	Current Status	Date Reviewer Invited	Days Invitation Outstanding	Editor's Name	Classifications
<a href="#">Agree to Review</a> <a href="#">Decline to Review</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Send E-mail</a>	JONATHANTEST_Beta-D-20-00014	Original Study	test for tutorial	Under Review	Apr 24, 2020	0	John Doe	40: Nature

## Accepting a Reviewer Invitation

By clicking 'Agree to Review', the Submission will move from the 'New Reviewer Invitations' folder to the 'Pending Assignments' folder, where the Reviewer can begin the review process. Reviewers will also be given confirmation that an invitation has been accepted, as follows:

### Agree to Review Confirmation

**Thank you for agreeing to review Manuscript Number DEMOCDBeta-D-21-00002.**  
To view the manuscript, please click the 'Pending Assignments' link below.

[Pending Assignments](#)

[Main Menu](#)

**Note:** Some due date notification letters may include an iCalendar file allowing you to easily mark the date on your electronic calendar.

## Declining a Reviewer Invitation

Clicking 'Decline to Review' will alert the Editorial Office that the Reviewer will not be reviewing the paper. The system will ask for the reason the Reviewer is unable to review and will also ask the Reviewer to suggest other potential Reviewers. You must click 'Submit' to complete the process of declining an invitation to review.

### Decline Review

Thank you for your time in considering this invitation. If you wish, please use the box below to let us know why you are declining. This will help us improve the review process for the publication. If possible, please also suggest one or more colleagues (along with contact details) whom we could contact to review this submission. Click Submit to confirm that you are declining this invitation.

I am too busy.

[Cancel](#)

[Submit](#)

Upon clicking 'Submit', the Reviewer will be given confirmation that the invitation has been declined.

## Decline Review Confirmation

Thank you for considering the invitation to review Manuscript Number **DEMOCDBeta-D-20-00030**.  
Your decision to decline has been forwarded to the journal.

[Return to Main Menu](#)

## Receiving Reviewer Assignments

Notification of Reviewer Assignments will arrive by email. Reviewers that are assigned to a Submission will find the Submission in their 'Pending Assignments' folder instead of the 'New Reviewer Invitations' folder. Publications may use a Deep Link Merge field in the Reviewer Assignment letter which will bring the Reviewer directly to the 'Pending Assignments' folder.

## Deep Links

Publications may choose to offer direct links to system features from the email communications sent to invited and accepted Reviewers. These 'Deep Links' are available for the following Reviewer actions:

- **Accept a review invitation** - The Reviewer will be able to click on the link to trigger the 'Agree to Review' function. If a Reviewer agrees to complete a review assignment in this manner, the reviewer will be fully logged into EM and will be able to access the Submission from the 'Reviewer Main Menu'.
- **Decline a review invitation** - The Reviewer will be able to click on the link to trigger the 'Decline to Review' function. If a Reviewer declines a review assignment in this manner, the reviewer will be brought to the 'Decline to Review' page, where they will be asked to state a reason for declining the assignment and suggest other qualified Reviewers.
- **View Reviewer version of the PDF** - This link is available if the Editorial Office configures the invitation email to include it in the notification to the Invited Reviewer. The Reviewer will be able to click on the hyperlink to download the Reviewer version of the PDF. The publication may customize the appearance of the PDF cover page to suit the needs of Reviewers. Typically, the cover page contains basic information about the Submission and can include the Author's responses to Submission questions.
- **View Pending Assignment folder** - The Reviewer will be able to click on the link for direct access to their 'Pending Assignments' folder. Clicking the link will automatically log the Reviewer into the publication and bring them to the aforementioned folder.

## Lithosphere

### DOI Identification of Internet Properties

--Manuscript Draft--

<b>Manuscript Number:</b>	
<b>Article Type:</b>	Original Study
<b>Section/Category:</b>	New Research
<b>Keywords:</b>	DOI
<b>Region of Origin:</b>	United States of America
<b>Abstract:</b>	<p>The Digital Object Identifier (DOI®) System is for identifying content objects in the digital environment. DOI® names are assigned to any entity for use on digital networks. They are used to provide current information, including where they (or information about them) can be found on the Internet. Information about a digital object may change over time, including where to find it, but its DOI name will not change.</p> <p>The DOI System provides a framework for persistent identification, managing intellectual content, managing metadata, linking customers with content suppliers, facilitating electronic commerce, and enabling automated management of media. DOI names can be used for any form of management of any data, whether commercial or non-commercial.</p>
<b>Additional Information:</b>	
<b>Question</b>	<b>Response</b>
Do you certify that this research is entirely original?	Yes
Conflict of interest disclosure:	I have no conflicts of interest to disclose at this time. However, my co-author Benjamine Cacace is a member of the World Wide Web Consortium and may be influenced by the work they are doing.
What is your favorite color?	Blue
Please select all that apply:	golden; lemon; mellow
Please indicate which of the following government agencies provided funding for your research:	NIMH; NOAA; OSHA; NASA
What is the air-speed velocity of an unladen swallow?	

- **Update Unavailable Dates** – This link is available if the Editorial Office includes it in the email correspondence to Reviewers. Clicking the link automatically logs the Reviewer into the system and brings the user directly to the ‘*Edit Unavailable Dates*’ page.

**Note:** In order for the links in the email to work, a user must **NOT** already be logged into EM. Clicking on the link will open the user’s default browser and will take him or her to the appropriate screen in EM.

## Similarity Check Results

If a publication is performing a Crossref Similarity Check on Submissions, Reviewers may be given access to a version of the Similarity Report. If the Reviewer has the ability to view this report an [iThenticate/Similarity Check Results](#) action link will be available for the Submission in the *Pending Reviewer Assignments* folder. The Score of the report displays next to the link.

Clicking the link will open the Similarity Report for this Submission in a new window. The Reviewer will be able to read the information but is not logged into the publication’s iThenticate account; they are only viewing the report results.

Sample Page

**iThenticate**  
Professional Plagiarism Prevention  
Document Viewer BETA

**BETSYDEV101-S-13-00015.pdf**  
By: Michael Green  
As of: Wed Apr 17, 2013 11:19am EDT  
53 words - 1 match - 1 source

**Similarity Index**  
**23%**

Mode: Similarity Report

Exclude Quotes Exclude Bibliography Exclude small matches

BETSYDEV101 10.1 testing of Similary Checking functionality --Manuscript  
Draft-- Manuscript Number: Full Title: 10.1 testing of Similary Checking  
functionality Article Type: Abstract Keywords:

1 12 words / 23% - Internet from Sat Dec 29, 2012  
[www.mdag.com](http://www.mdag.com)

1  
**Powered by Editorial Manager® and Preprint  
Manager® from Aries Systems Corporation** Abstract  
Click here to

download Abstract: The Abstract for Demo Purposes.doc The Abstract for  
Demo Purposes.

## Submitting a Review

Once a Reviewer has agreed to an assignment, they will be able to submit their recommendation. Accepted assignments are kept in the 'Pending Reviewer Assignments' folder, which is available from the 'Reviewer Main Menu'.

Pending Reviewer Assignments for Richard Reviewer

Page: 1 of 1 (2 total assignments) Display 10 results per page.

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Days Until Review Due	Editor's Name
View Submission Similar Articles in MEDLINE Submit Recommendation Send E-mail	1	JONATHANTEST_Beta-D-20-00006	Original Study	ithenticate	Under Review	Mar 27, 2020	Mar 27, 2020	Apr 10, 2020	9	Luke Skywalker
View Submission Similar Articles in MEDLINE Submit Recommendation Send E-mail	1	JONATHANTEST_Beta-D-20-00007	Original Study	Nature: Earth's Greatest Gift	Under Review	Mar 27, 2020	Mar 27, 2020	Apr 10, 2020	9	Luke Skywalker

Page: 1 of 1 (2 total assignments) Display 10 results per page.

<< Reviewer Main Menu

You should use the free Adobe Reader 10 or later for best PDF Viewing results.

Within this folder a Reviewer may download the PDF of the manuscript to view it on their computer by clicking 'View Submission' from the available action links. This file can also be printed out as a hard copy of the Submission should users so desire.

When a Reviewer is ready to submit their review, the Reviewer can begin the process by clicking the 'Submit Recommendation' action link. This will bring them to the 'Reviewer Recommendation and Comments' page.

**Note:** Reviewers may be automatically un-assigned after they have agreed to review but before they have submitted their review based on article type configuration by the publication. It is still possible to manually un-assign Reviewers once they have accepted an invitation.

## Reviewer Recommendation Page

On the 'Reviewer Recommendation and Comments' page, Reviewers will be asked to provide their recommendation, answer any pre-configured questions from the publication, and provide their own written comments.

The screenshot shows the 'Reviewer Recommendation and Comments' page for Manuscript Number JONATHANTEST\_Beta-D-20-00007. The page title is 'Nature: Earth's Greatest Gift'. The submission is an 'Original Submission' by 'Richard Reviewer (Reviewer 1)'. The 'Recommendation' dropdown menu is set to 'No Recommendation', and the 'Overall Manuscript Rating (1-100)' is an empty text box. Below these fields are buttons for 'Cancel', 'Save & Submit Later', 'Upload Reviewer Attachments', 'Proof & Print', and 'Proceed'. A 'Reviewer Instructions' button is located below the main form area. The 'Review Questions' section contains a question: 'On what date did you review the manuscript?' with a date picker and an 'Insert Special Character' link. Below this is a text area for 'What is your primary area of expertise? (Limit: 200 characters) (Limit 200 Characters)'.

## Selecting a Recommendation

Reviewers can choose a recommendation term via the drop-down menu available for 'Recommendation'. The terms available to a Reviewer are preconfigured by the Editorial Office and can vary from one publication to another. Still, the terms will typically fall into the broad categories of Accept, Revise, or Reject.

A close-up of the 'Recommendation' dropdown menu. The menu is open, showing the following options: 'No Recommendation' (highlighted in blue), 'Accept', 'Minor Revision', 'Major Revision', and 'Reject'. The 'Recommendation' label is visible to the left of the dropdown.

If the Submission being reviewed is a new rather than revised Submission, the publication may also request that an overall rating (1-100) be assigned to the manuscript.

If questions arise during the review process, the publication will likely have provided instructions for Reviewers to reference. Users can access these instructions by clicking the button labeled 'Reviewer Instructions' near the top of the page.

The screenshot shows the 'Reviewer Recommendation and Comments' page for Manuscript Number DEMOCD-D-20-00018. The page title is 'TEST'. The submission is an 'Original Submission' by 'Christine Donovan (Reviewer 1)'. The 'Recommendation' dropdown menu is set to 'No Recommendation', and the 'Overall Manuscript Rating (1-100)' is an empty text box. Below these fields are buttons for 'Cancel', 'Save & Submit Later', 'Upload Reviewer Attachments', 'Proof & Print', and 'Proceed'. A 'Reviewer Instructions' button is located below the main form area. Red arrows point to the 'Overall Manuscript Rating (1-100)' text box and the 'Reviewer Instructions' button.

## The Review Form

The contents and format of the Review Form will vary from one publication to another, as Review forms are configured by the Editorial Office. Reviewers will typically be asked to answer Manuscript Rating Questions or Review Questions on the 'Reviewer Recommendation and Comments' page.

Manuscript Rating Questions will always limit the Reviewer to responding on a 1-3, 1-5 or 1-10 scale, whereas Review Questions will offer varied methods of providing responses.

If a question is displayed but not required on a Review Form, Reviewers may leave the response blank. If, however, Reviewers choose to answer the question, the minimum character count must be met even though the question is not required.

Publications may also ask that Reviewers enter comments to the Author and Editor using the provided 'Reviewer Blind Comments to Author' and 'Reviewer Confidential Comments to Editor' text fields. For convenience, Reviewers may use a regular word processing program (i.e., Microsoft Word, OpenOffice, WordPerfect) when typing a review. Reviewers should then 'copy' and 'paste' the comments into the boxes provided.

Click the 'Save & Submit Later' button to save comments and continue working. Clicking the 'Open in New Window' button at the top right of the data entry fields will open the field in a new browser window, providing the user with a larger view of the review field. Use of these fields is at the publication's discretion.

Clicking 'Proof & Print' or 'Proceed' will open a window containing all of the review information that has been entered, as a way to review and make a printout of the review.

The Reviewer must click 'Submit Now' to proceed. This will bring up a screen that allows the Reviewer to proofread before sending it to the Publication Office. If further edits are needed, click 'Edit Review'. If satisfied with the review, click 'Submit Review to Journal Office'.

On the 'Reviewer Recommendation and Comments' page, the Reviewer Instructions and Review Form text will be displayed in the comments box.

Reviewer Recommendation and Comments for Manuscript Number DEMOCDBeta-D-21-00004

The Best Manuscript Ever  
Original Submission  
Charles Critic (Reviewer 1)

Recommendation: No Recommendation Overall Manuscript Rating (1-100):

Cancel Save & Submit Later Upload Reviewer Attachments Proof & Print Proceed

Reviewer Instructions

**Manuscript Rating**  
These instructions are customizable by the journal.

\*\*The subject addressed in this article is worthy of investigation.  
N/A  1  2  3

\*\*The information presented was new.  
N/A  1  2  3  4  5

\*\*The conclusions were supported by the data.  
N/A  1  2  3  4  5  6  7  8  9  10

**Review Questions** Insert Special Character

**Date response type** → **\*\*On what date did you review this manuscript?\***

**Text response type** → **\*\*What is your primary area of expertise? (Limit 200 Characters)\***  
  
 Character Count: 0

**Notes response type** → **\*\*Please describe any structural issues you found in the manuscript? (Limit 20000 Characters)\***  
  
 Character Count: 0

**Decimal response type** → **\*\*How much would you pay for a reprint of this article in USD?\***

**List: radio buttons response type** → **\*\*Please evaluate the number of figures that accompany this manuscript.\***  
 Please select a response  
 Figures adequately support the text  
 Insufficient to illustrate concepts  
 Some illustrations are redundant  
 Figures are not need for this subject matter

**List: checkboxes response type** → **\*\*Please select which fields of study this manuscript is most applicable. (please select one or more)\***  
 User Experience Design  
 Visual Information Design  
 Ontologies  
 The Semantic Web  
 Faceted Classification

**List: dropdown menu response type** → **\*\*What is the scope of this work?\***

**Integer response type** → **\*\*How old are you?\***

**List: scrolling selector response type** → **\*\*What aspects of the paper did you review? (please select one or more)\***

**Yes/No response type** → **\*\*Did this paper make sense?\***

**Yes/No/NA response type** → **\*\*Would you recommend this paper to a peer?\***

[continued from previous page]

**Yes/No/Text response type** → **\*\*Would you read this paper again?\***  
  
**Response required**  
 If no, please describe why. (Limit 20000 Characters)  
  
 Character Count: 0

Reviewer Comments to Author Insert Special Character Open in New Window

Reviewer Confidential Comments to Editor Insert Special Character Open in New Window

Cancel Save & Submit Later Upload Reviewer Attachments Proof & Print Proceed

## Attachments

If the Editorial Office has enabled this feature, Reviewers may upload files into the system as part of the 'Submit Recommendation' process. Reviewers may want to upload annotated manuscripts or non-manuscript files, such as images or related materials.

Reviewers may upload any files that are appropriate to the review. Reviewers can download or remove attachments prior to submitting a review. Files are uploaded by clicking the button labeled 'Upload Reviewer Attachments'.

Reviewers may provide a description before attaching any files and can attach single or multiple files to the review. Each file is listed separately, and the ability to Download and Remove is available for each uploaded file.

**Upload Reviewer Attachments for Manuscript Number JONATHANTEST\_Beta-D-20-00008**  
**"Nature: Earth's Greatest Gift"**

Enter a Description, Browse and Attach to select any additional material or annotated information you wish to include in your review.

**Description:**  Insert Special Character

**File Name:**

Attach This File

**Attachments:**

Action	Description	File Name	Size	Last Modified
Download Remove	Figure to support requested changes	em logo.png	8.6 KB	Mar 31, 2020
Download Remove	This file contains information about areas that need revising	test file.docx	11.8 KB	Mar 31, 2020

Back Proceed with Recommendation

Please take note of the following:

- Care should be taken as some attachments may contain information revealing the originator's identity, including information that appears in a file's 'Properties' (on Windows) and 'Get Info' (on Macintosh).
- Authors and Reviewers are not sent these Attachments via e-mail. The Attachments made via the Reviewers recommendation process can only be accessed through the EM site. [Need to update this, they can be sent to Authors via email now.]
- Reviewer Attachments, including edited versions of the Attachment, can only be accessed by the Reviewer who attached the file. This means that Reviewers cannot access other Reviewer's attachments. [Make a note that Reviewers can access these if given permissions once their review is completed?]
- This function does not affect the PDF, nor does it add or edit files of the actual Submission.

When review files have been uploaded, the Reviewer must click on the button labeled 'Proceed with Recommendation'. If changes need to be made, click on the button labeled 'Back'. If no files have been attached, a warning will be displayed. Attach a file or cancel the action.

### Submitting the Review

Once the Reviewer has filled out the Review Form with all required information and provided any relevant Attachments, the Reviewer should click 'Proceed' from the 'Reviewer Comments and Recommendation' page.

A summary screen will be displayed. This information should be checked for accuracy and edited if necessary. If all of the information is correct, click on the button labeled 'Submit Review to Journal Office'.

**Reviewer Recommendation and Comments for Manuscript Number JONATHANTEST\_Beta-D-20-00007**

**Nature: Earth's Greatest Gift**

Original Submission  
Richard Reviewer **Reviewer 1**

[Back](#) [Edit Review](#) [Print](#) [Submit Review to Editorial Office](#)

**Recommendation: Accept** **Overall Manuscript Rating (1 - 100): 100**

Custom Review Question(s):	Response
On what date did you review the manuscript?	3/11/2020
What is your primary area of expertise? (Limit: 200 characters)	nature
Please describe any logical fallacies found in this manuscript:	None
How much would you pay for a reprint of this article in USD?	67
Please evaluate the number of figures that accompany this manuscript:	Excellent
Please select the fields of study to which the material would be most applicable:	<input type="checkbox"/> Outdoors
What is the scope of the work?	Nature
How old are you?	27
What aspects of the paper did you review? (please select one or more)	<input type="checkbox"/> Scientific Techniques
Did this paper make sense?	Yes
How much wood could a woodchuck chuck if a woodchuck could chuck wood?	N/A

The Reviewer is given a final opportunity to check the recommendation. Click on OK to proceed or Cancel to make further changes.

**Warning**

Your Recommendation Term is: Accept Submit Review to Editorial Office?

[OK](#) [Cancel](#)

Once the review has been successfully submitted, the Reviewer will be taken to a screen thanking them for the review and will see a button to return to the Reviewer Main Menu.

### Review Thank You

Thank you for reviewing Manuscript Number DEMOCDBeta-D-21-00002.

[Return to Main Menu](#)

## Re-Opened Reviews

Editors at a publication may choose to re-open a Reviewer's submitted review if information is missing or there is a need for further clarification. When a review is re-opened, a notification will be sent to the Reviewer and the assignment will be moved back to their 'Pending Reviewer Assignments' folder. From there, the Reviewer will be able to modify the previously submitted review and re-submit it to the Editorial Office.

## Communicating with the Editorial Office

During the review process, a Reviewer may wish to contact the Editorial Office. This may be done through Editorial Manager using the 'Send E-Mail' Action Link available in the 'New Reviewer Invitations', 'Pending Assignments' and 'Completed Assignments' folders. Using this feature will give the Reviewer access to several template letters that can be sent to members of the Office Staff.

If the publication has provided access, the Author will see a 'Send E-mail' action link within the list of available actions. This will allow the Author to send an e-mail to the publication at any time. The publication will have set up either one or multiple Ad Hoc e-mails that can be modified for use by an Author. In some cases, using an Ad Hoc letter will allow users to attach files to the letter by choosing from personal files.

When an Ad Hoc letter is configured to allow attachments, then the sender of the letter will see a new 'Add/Change Attachments' button on the 'Customize Letter' page.

### Customize Letter - Author Requests Deadline Extension on Submission

Type any desired text into the 'Letter Body' area. Click 'Open in New Window' if you need extra space to enter your letter. To send the e-mail, click the 'Preview and Send' button, proofread the letter and click the 'Send' button on that page. Note: Any text bounded by % signs is a 'merge field' which will be populated with the appropriate information when the letter is sent.

---

From: "Allan Author" <trash17@ariessc.com>  
To: The Journal <trashjo@ariessys.com>;  
Letter Subject:

Additional recipients can be copied or blind copied by typing their e-mail addresses into the blank box next to cc: or bcc, as appropriate. Multiple e-mail addresses can be included, separated by semicolons (;).

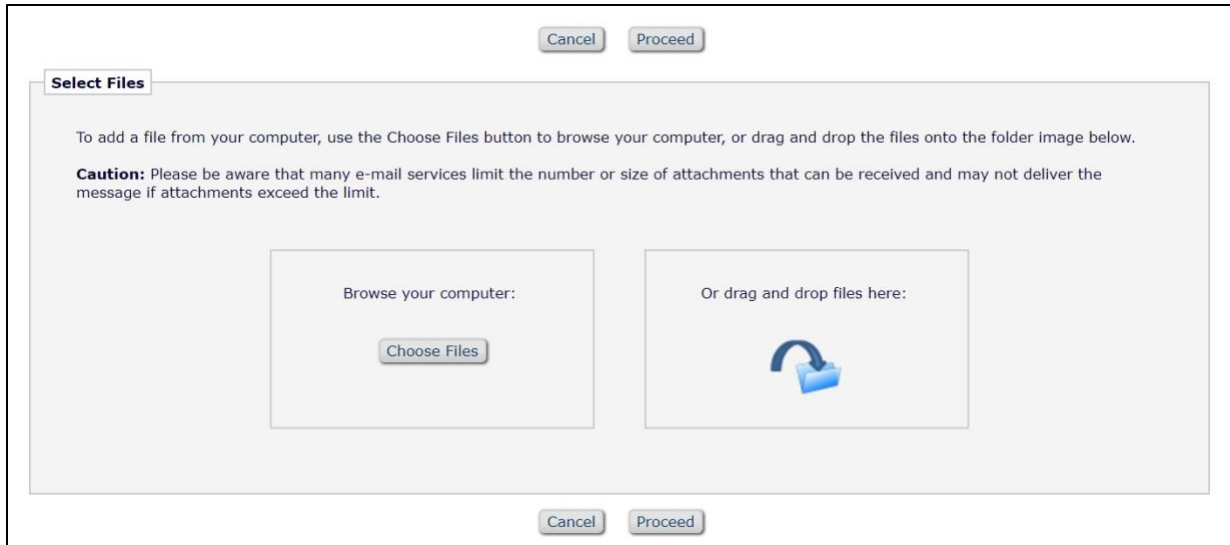
cc:

Attachments:

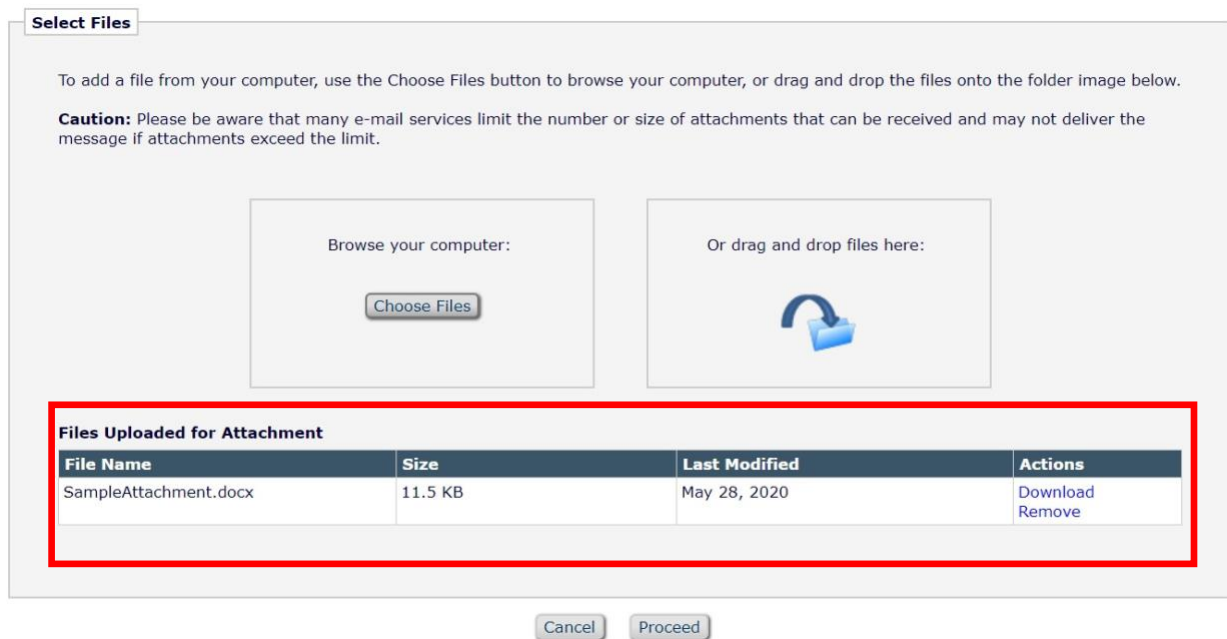
Letter Body:

Ref.: Parent Submission: TITLE\_OF\_PARENT\_SUBMISSION%  
%INVITED\_AUTHOR\_NAME%  
%JOURNALFULLTITLE%

Clicking the 'Add/Change Attachments' button will open a window where files can be uploaded as an attachment from a user's local computer by clicking the 'Browse' button and choosing the file to be added or dragging and dropping the file on to the page.



When the upload is complete, the attached file will display in a grid on the page. When the user is done adding and selecting files, clicking the 'Proceed' button returns the user to the 'Customize Letter' page.



The attached files now display above the 'Add/Change Attachments' button. If the user clicks the 'Add/Change Attachments' button again, any files already attached are listed in the file table in the order in which they were attached. If the user deselects or removes any previously attached files and clicks 'Proceed' on the 'E-mail Attachment Upload' page, they are removed from the letter.

## Receiving Attachments

Upon accepting an invitation to review a manuscript, Reviewers may be given access to any attachments provided by other Reviewers or an Editor. Access to these Attachments may be granted through a deep link in the invitation email. These attachments can also be accessed using the 'View Attachments' action link, which will be available

when viewing the Submission. This action link will provide the Reviewer access to any Attachments that the Editor has authorized Reviewers to view.

**Completed Reviewer Assignments for Robert Reviewer**

Page: 1 of 1 (1 total assignments)

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Current Status
<a href="#">History</a> <a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">View Attachments</a> <a href="#">Send E-mail</a>	2	DEMOCD-D-19-00025	Original Study	Letter Test Manuscript	Completed Accept

## Author Response to Reviewers

Reviewers will be able to view an Author’s response to Reviewers for the previous revision along with the Reviewers’ original comments if the publication has made that information available. To access the Author’s Response to Reviewers, follow the ‘View Reviewer Comments’ action link when viewing the Submission in Editorial Manager.

**Completed Reviewer Assignments for Robert Reviewer**

Page: 1 of 1 (1 total assignments)

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Current Status
<a href="#">History</a> <a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">View Attachments</a> <a href="#">Send E-mail</a>	2	DEMOCD-D-19-00025	Original Study	Letter Test Manuscript	Completed Accept

A pop-up box will appear with a link to the ‘Author’s Response to the Reviewers’ comments:

**View Reviewer Comments for Manuscript DEMOCD-D-19-00025 "Letter Test Manuscript"**

Click the Reviewer recommendation term to view the Reviewer comments.

	Original Submission
(Reviewer 1)	Minor Revision
Robert Reviewer (Reviewer 2)	Accept
(Reviewer 3)	Accept
Author Decision Letter	Revise
Author	<a href="#">Response to Reviewers</a>

When the Reviewer clicks on this link, the Author’s response to all of the Reviewer comments will be listed:

## Author's Response To Reviewer Comments

Close

Reviewer #1: Needs revision!

--I have made the necessary changes.

Reviewer #2: This needs a lot of work before it's ready for publication.

--I've made the necessary revisions.

Reviewer #3: Strengthen your arguments.

--I have made these changes.

Close