Reviewer Role

Overview

The following instructions provide information on the Reviewer role in the PeerTrack online manuscript submission and peer review system. The system allows domestic and international reviewers to submit recommendations online 24 hours a day, 365 days a year. Editorial Office Staff may contact peertracksupport@allenpress.com to request further training for Editors and Staff or to ask questions.

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Registration

To register as a new user in the system, Reviewers go to the journal-specific website and click on the Register Now link. Instructions are visible on-screen during the registration process.
Required fields during registration may vary from site to site, but First Name, Last Name, and E-mail Address are required to begin the process. Required registration fields are noted by red text and asterisks (*), but filling in information in all available fields is recommended.

The registration process allows users to enter Personal Information, Institution-Related Information, and Areas of Interest or Expertise. It is extremely important for Reviewers to enter and update Areas of Interest or Expertise on a regular basis. This helps the peer review system suggest potential Reviewers to Editors in addition to helping keep requests to review going only to those qualified to review papers in the appropriate disciplines.

The Editorial Office Staff may manually register new users if they choose to do so. Alternatively, during the testing phase of a new site, the Editorial Office Staff may provide a database of people to PeerTrack Support to be imported into the new site. This keeps a majority of users from needing to register. All users included in an import must include First Name, Last Name, and E-mail Address.
Reviewer Main Menu

After Reviewers have been registered and logged into the system, they will automatically be at the Reviewer Main Menu.

The Reviewer Main Menu has three options available under Reviewer Assignments. Options under Reviewer Assignments will be working links only if submissions have been assigned to the Reviewer.

New Reviewer Invitations

- Reviewers can view the abstract of a manuscript they have been invited to review
- Reviewers can accept or reject invitations to review
- Reviewers can search PubMed to view other manuscripts by the author
- Reviewers can send e-mail to the Editorial Office if necessary

Pending Assignments

- Reviewers can view the manuscript PDF and submit their review
- Reviewers can see the date they agreed to review and the review due date

Completed Assignments

- Reviewers can view previous assignments and review comments entered in the system
- Reviewers can view blinded copy of decision letters for post-decision manuscripts they reviewed

To accept or decline an invitation to review using the online system, rather than clicking a link in an e-mail, Reviewers click the New Reviewer Invitations link in the Reviewer Main Menu. The New Reviewer Invitations folder is a table showing all manuscripts at this stage for this reviewer. Though generally it is expected that Reviewers will have only one or two manuscripts at a time in this stage, the folder has sorting functionality and the Action links can be expanded (+) or collapsed (-).
Typically Reviewers will not need to collapse the Action links, but this functionality is also true of the folder views Editor and Editorial Office Staff, who may have 20 or more manuscripts. Collapsing reduces to a condensed view, eliminating excessive scrolling.

From the Action links, Reviewers can view the abstract for a manuscript, which helps confirm the decision to accept the invitation to review the manuscript.

**View Abstract for Manuscript Number PEERTRACKDEMO3A-D-09-00004**

Female test group shows ...

Abstract:
Participants, all female, had to rate 222 faces based on physical beauty on a scale from 1 to 8. Afterwards, researchers told each participant either that the average score was higher or that it was lower than her rating. Some participants were told the average rating was equal to her rating. The researchers then chatted with the participant before suddenly asking the participant to do the rating again. Most subjects changed their opinion toward the average.
Accepting Invitations to Review

Reviewers receive an invitation to review via e-mail when invited by the Editor or Associate Editor to review a manuscript. Reviewers are able to click a link in the invitation e-mail to accept a request to review but may also go to the system website and log in to view and accept an assignment. This can be very helpful if a reviewer is unable to access e-mail but still has Internet access. Reviewers must accept the invitation to review to continue the review process.

Often, after reading the abstract, Reviewers decide to accept or decline an invitation to review.

Potential Reviewers who decline have the opportunity to enter comments regarding why they have declined.

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.

When Reviewers accept an invitation to review, a pop-up window confirms their acceptance.

An on-screen confirmation of agreement to review is also seen after the Reviewer clicks OK.
Reviewers can click on Pending Assignments to proceed with reviewing the manuscript or return to the Main Menu.

Reviewers can use Action links to access the PubMed website for information on either the author or the classification(s) of manuscript they are reviewing, depending on system settings and publication discipline. PubMed links are not shown for double-blind peer review sites.

Examples of PubMed results are shown below.
Reviewers who would like to accept the invitation but would require longer than the given time to finish the review may select Send E-mail from the Action links to send such a request to the Editorial Office. A template e-mail opens, and Reviewers may customize the letter content as needed. The letter is previewed by the Reviewer before being sent to the Editorial Office.

**Preview Letter - Reviewer Requests Deadline Extension on Review**

![Preview Letter Image]

**Viewing a Manuscript**

To begin reviewing a manuscript, Reviewers select View Manuscript from the Action links. Reviewers are prompted to open the manuscript PDF file or save it to their computer.
The PeerTrack system creates a PDF using the Author's source files so that Reviewers can easily access the documents. The PDF contains a system-generated cover sheet where the Author details have been redacted as shown below.

Inside the PDF, the system will place a link so that Reviewers can download the original source file. For blinding purposes, the Author information in the Properties menu has been removed.

An example of a link to a source file:
An example of a link to a manuscript source file:

Click here to download Manuscript: arlington test.doc

Part 553 of Title 32 of the Code of Federal Regulations establishes Arlington National Cemetery, including eligibility for interment (inurnment (columbarium). 32 C.F.R. 553 Eligibility for burial dif

Submitting a Reviewer Recommendation

After Reviewers have read the manuscript and composed their comments, they click Submit Recommendation in the Action links for the manuscript.

The Reviewer Recommendation and Comments form is customized to each publication during the testing phase of the website. Reviewers choose a Recommendation using the drop-down menu at the top of the screen and enter an Overall Manuscript Rating (1-100). Additional questions may be included in the form and answered using the appropriate radio buttons.

For your convenience, and to take advantage of word processing features (e.g., spell-check, bullets, numbering), we suggest you use your regular word processing program (e.g., Microsoft Word, WordPerfect) when typing your review. You should then Copy and Paste your comments into the boxes provided. Click the Save & Submit Later button to save your comments and continue working.
Reviewers provide comments to the Author in the Reviewer Blind Comments to Author field. Reviewers provide comments to the Editor in the Reviewer Confidential Comments to Editor field.

Because Reviewers may need to leave a screen or save their work and return at a later time, there are four buttons on the screen to Cancel, Save & Submit Later, Proof & Print, and Proceed.

Complete Assignments

The status of manuscripts for which the Reviewer has previously submitted reviews can be checked after clicking the Completed Assignments link in the Reviewer Main Menu.
Reviewers can view previous assignments and review comments they entered in the system. They can also view a blinded copy of the decision letter for post-decision manuscripts they reviewed.