



ScholarOne Manuscripts™

Reviewer User Guide

6-June-2017

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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

Agreed: 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
Declined: https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=937cb6376878430d957ef24f7b83e97d
Unavailable: 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

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
- Legacy Instructions

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.

Reviewer View Manuscripts

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

Invitations

ACTION	SENT	TYPE	ID/TITLE
Select...	19-May-2017	Original Article	MCU1-201705-0001-OA Take time to smell the flowers

Dropdown menu options for ACTION:

- Select...
- View Abstract
- View Invitation Mail
- Contact Journal
- Your Response
- Decline - Suggest Alternate
- Agreed & Begin Review
- Declined
- Unavailable

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 **Decline - Suggest Alternate**. 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 received 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 as 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

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.

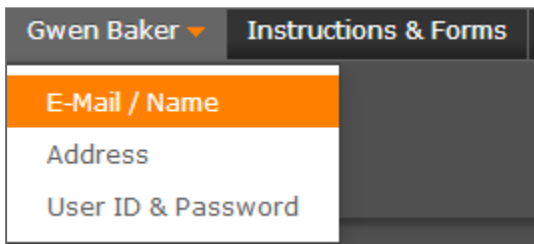
The screenshot shows the login interface for ScholarOne University Training Sites. At the top, there is a dark navigation bar with three buttons: 'Log In' (orange), 'Reset Password' (white), and 'Create An Account' (white with a blue border). Below this, the main content area is white. On the left, there is a 'Log In' form with the following fields: 'Journal' (a dropdown menu showing 'ScholarOne University Training Workflow 1'), 'User ID' (a text field containing 'gw3nni31'), and 'Password' (a text field with masked characters '.....' and a toggle icon). Below the password field is a 'Reset Password' link. At the bottom of the form are two buttons: 'Log In' (orange) and 'Create An Account' (white with a blue border). On the right side of the page, there is a welcome message: 'Welcome to the submission site for ScholarOne University Training Sites'. Below this, it says 'To begin, log in with your user ID and password.' and 'If you are unsure about whether or not you have an account, or have forgotten your password, go to the [Reset Password](#) screen.'

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.

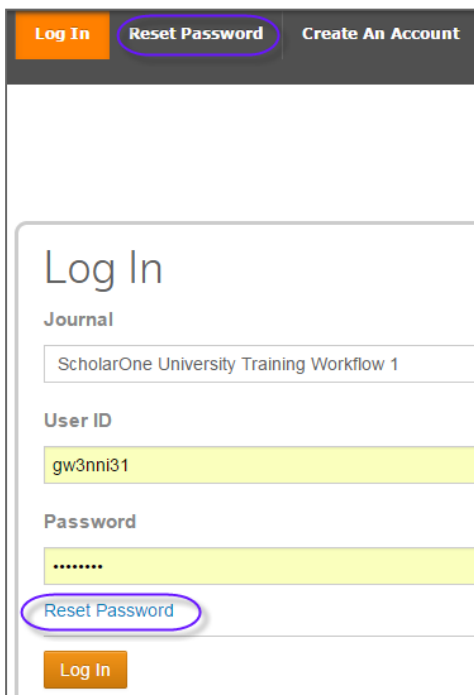


A user profile dropdown menu. The top bar shows 'Gwen Baker' with a downward arrow and 'Instructions & Forms'. The dropdown list contains three items: 'E-Mail / Name' (highlighted in orange), 'Address', and 'User ID & Password'.

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

FORGOT YOUR PASSWORD?

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



A login and password reset form. At the top, there are three buttons: 'Log In' (orange), 'Reset Password' (circled in purple), and 'Create An Account'. Below these is a 'Log In' section with the following fields: 'Journal' (containing 'ScholarOne University Training Workflow 1'), 'User ID' (containing 'gw3nni31'), and 'Password' (containing '*****'). Below the password field is a 'Reset Password' link (circled in purple) and a 'Log In' button (orange).

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.

Reset Password

* = Required Fields

* Your Primary E-mail For This Site

Cancel

Send Reset Link >

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.

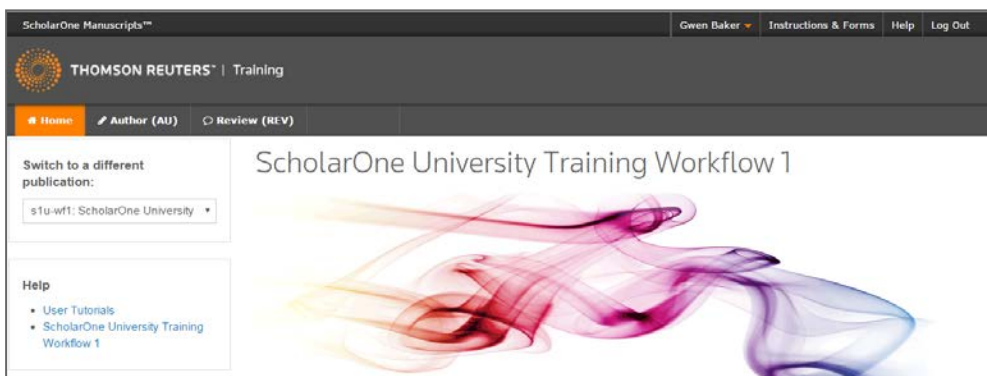


Note: All uploaded documents and end-user supplied text will not toggle and will be displayed in the language entered by the user.

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

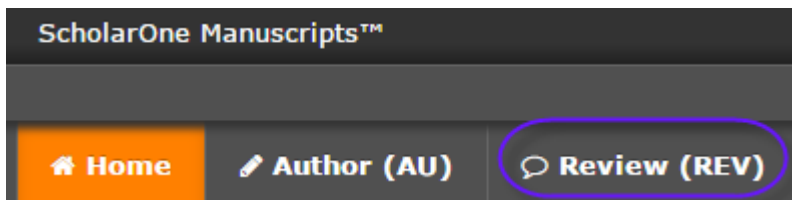
Top-Level Menu: Access the role-specific centers and functions through this menu. Users see only centers they have access to. Some centers, such as Admin and Editor, are grouped together under a heading with a drop-down list. This menu is displayed wherever you are working in the system to allow you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

 A screenshot of the 'Reviewer View Manuscripts' dashboard. On the left is a sidebar with links: '1 Review and Score' (highlighted), '0 Scores Submitted', 'Invitations', and 'Legacy Instructions'. The main area is titled 'Review and Score' and contains a table with columns: ACTION, DUE DATE, TYPE, ID/TITLE, and STATUS. The first row shows a manuscript due on 17-Jun-2017, titled 'Original Article' with ID 'MCU1-201705-0001-OA', and status 'Awaiting Reviewer Scores'. A dropdown menu is open under the 'ACTION' column, showing options: 'Select...', 'Continue Review', 'View Abstract', 'View Proof (New Window)', and 'Contact Journal'. To the right of the table, there is a note: 'Take time to smell the flowers' and 'Assignments: ADM: Baker, Gwen'.

ACTION	DUE DATE	TYPE	ID/TITLE	STATUS
Select...	17-Jun-2017	Original Article	MCU1-201705-0001-OA	Awaiting Reviewer Scores

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.

Home / Review Dashboard / Review 17-08675R.2

Review 17-08675R.2

Proof ▾ Files ▾ Details Instructions Search Tool

Due DEC 25 2017 Contact Journal

Usability Evaluation of Online Digital Manuscript Interface

Dr. Arthur McArthur¹ and Mr. Art Thos, PhD²

¹Address of first author
²Address of second author

ABSTRACT

This study attempts to evaluate the effectiveness, efficiency and user satisfaction with the ScholarOne Manuscripts interface among users. Based on the usability criteria established by the American National Standards Institute (ANSI), questionnaires were administered to gather information about user background and their satisfaction with the use of the interface. To avoid the response bias, four groups of users that have been specifically designed to measure their ability to complete within the digital manuscript interface of the ScholarOne Manuscripts interface that displays some of the information observed with the interface design. Responses were able to complete the tasks assigned, though at different completion times. They were also satisfied with the overall design of the interface. Comments and recommendations given by the respondents were as well reported.

Keywords: Keyword1, Keyword2, Keyword3

INTRODUCTION

Thanks for using ScholarOne to review your article. Your contribution goes here! Some examples of commonly used comments and features are listed below, to help you get started.

METHODS AND MATERIALS

Guidelines can be included for standard research article sections, such as this one:

SOME FIGURE EXAMPLES

Your review and submission comments to improve your document. While handling all the formatting and numbering automatically. Use of and label comments for cross-references.

Figures and Tables

Use the table and related comments for figure tables - see Table 1, for example. You can upload a figure (PDF, PNG or PPT) using the project canvas. To include it in your document, use the technology icons centered on the table for Figure 1 below.

Item	Quantity
Figure 1	1

Table 1. An example table.

Citations

Latex format citations and references automatically using the bibliography records in your job file.

17-08675R.2

"Usability Evaluation of Online Digital Manuscript Interface Graphene limiter current metalife patch extension powered transaction pulse. Phase controller spectrum bypass. Distortion fragmentation computer theory device three lines ..."

*** Required Fields**

MANUSCRIPT RATING:	POOR	EXCELLENT				
	1	2	3	4	5	N/A
Please evaluate the manuscript using 1 (poor) - 5 (excellent) or not applicable						
Accuracy						
Balance						
Current						
Composition						
Usefulness to readers						

CONTRIBUTIONS

If others have contributed to this review, please identify them here:

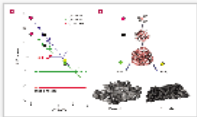
CME CREDIT (OPTIONAL)

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 ▾ **5 Files ▾** Details Instructions Search Tool

Original Files
Supplemental Files

FILE	DESIGNATION
Photoluminescent NanoDiamonds (PNDs) for bio-imaging applications.doc 206 KB	Main Document
nmat1018-f3.gif 56 KB, 522 x 535 px 	Figure
Random File.csv 316 KB	Some File Designation

- **Details:** Give details and version history for the submission and author name (unless it is a blinded review).

The screenshot shows the 'Details' tab of a submission. At the top, there are tabs for 'Proof', 'Files' (with a count of 5), 'Details' (selected), 'Instructions', and 'Search Tool'. The submission ID '17-08675R.2' is displayed. Below it, a snippet of the abstract is shown: "Usability Evaluation of *Online* Digital Manuscript Interface Graphene limiter current *metafile patch* extension powered transaction pulse. Phase controller *spectrum* bypass. Distortion fragmentation computer theory device three lines ...".

Status	In Review
Author(s)	McAuthor, Author - University of Virginia Thoritanikatica, Artimusishtari - University of Khastakiakstan Schmoe, Joe - University of Virginia Miller, Casimera - University of Virginia
Type	Original Article
Submitted	25-Apr-2017
Proof	Open PDF Open HTML
AE	Hilary Remington
EIC	Joshua Barnett
ADM	Not Assigned

- **Instructions:** View journal-specified instructions

The screenshot shows the 'Instructions' tab. At the top, there are tabs for 'Proof', 'Files' (with a count of 0), 'Details', 'Instructions' (selected), and 'Search Tool'. The main content area is titled 'NOTICE: LEGACY INSTRUCTIONS' and contains the following text: "The ScholarOne Review dashboard was redesigned in 2017. The following instructions are from the previous site design and have not been updated. Some instructions may not be applicable to the new design." This is followed by a list of instructions:

- Your session will time out after 3 hours of no activity.
- Please be sure to you Save as Draft to avoid your review not being saved.
- Click the "HTML" button to view the online version of the manuscript; click the "PDF" button to view a printer-friendly version of the manuscript.
- Be sure to read the reviewer instructions on the "Instructions" tab.
- Navigate to the "Score Sheet" tab to access the reviewer form.
- To submit your review, click the "Submit" button at the bottom of the score sheet.

- **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.

The screenshot shows the 'Search Tool' interface within a manuscript review system. At the top, there is a navigation bar with tabs: 'Proof', 'Files', 'Details', 'Instructions', and 'Search Tool' (which is highlighted in yellow). Below the navigation bar, the 'Search Terms' section is visible. It includes a 'Title' field with a checkbox for 'Take time to smell the flowers'. The 'Keywords' section has a link 'All | None' and two checkboxes: 'Memory' and 'Midbrain'. The 'Authors' section also has a link 'All | None' and a checkbox for 'Author, David'. Below this is an 'Other Terms' section with a text input field. The 'Search Engines' section at the bottom has a link 'All | None' and two checkboxes: 'Clarivate Analytics Web of Science' and 'PubMed'.

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](#)

☐ Clarivate Analytics Web of Science ☐ PubMed

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 Guest Editor**

***Comments to the Author**

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 >

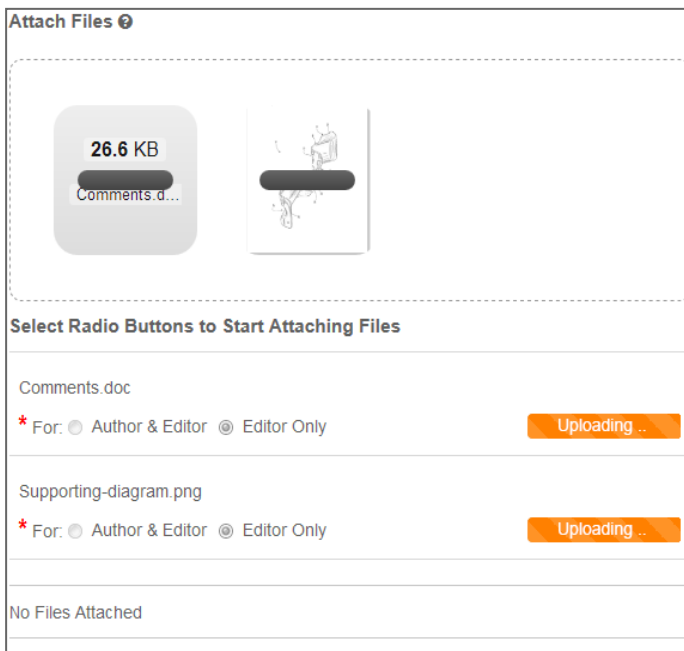
Note: Any fields marked with a red asterisk require an answer before you can submit the score sheet.

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

Drop files here or click, to begin. (Max of 10 at a time)

Comments.doc 26.6 KB

Supporting-diagram.png

Select Radio Buttons to Start Attaching Files

Comments.doc
* For: ☐ Author & Editor ☒ Editor Only **Uploading ..**

Supporting-diagram.png
* For: ☐ Author & Editor ☒ Editor Only **Uploading ..**

No Files Attached

Once you submit your review, you will receive a notificatation on the screen.



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

Select ...

From:

CC

BCC

Subject

Journal of Example Tags

Message

Files Attached by Journal

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.

 **Due Date Approaching** 

The review for **17-08557** will be considered overdue on **09-Jul-2017**. [Continue Review](#)

 **Review Overdue** 

The due date for **17-06192** was **01-Jul-2017**. [Continue Review](#)

The due date for **17-06209** was **14-Jul-2017**. [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

Status	Awaiting Reviewer Scores
Author(s)	Retton, Mary Lou - University of NH Madison, James - James Madison University Madison, Dorothy - University of Virginia Coauthor, David - University of Pennsylvania
Manuscript Type	Original Article
Submitted	19-May-2017
Proof	Open PDF Open HTML

Version History

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

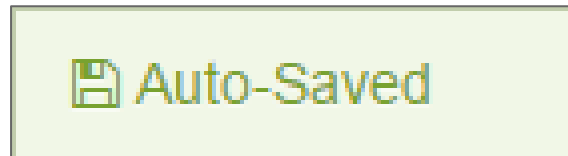
Mary Lou C - Blue Ridge Mountain Region in July

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

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.



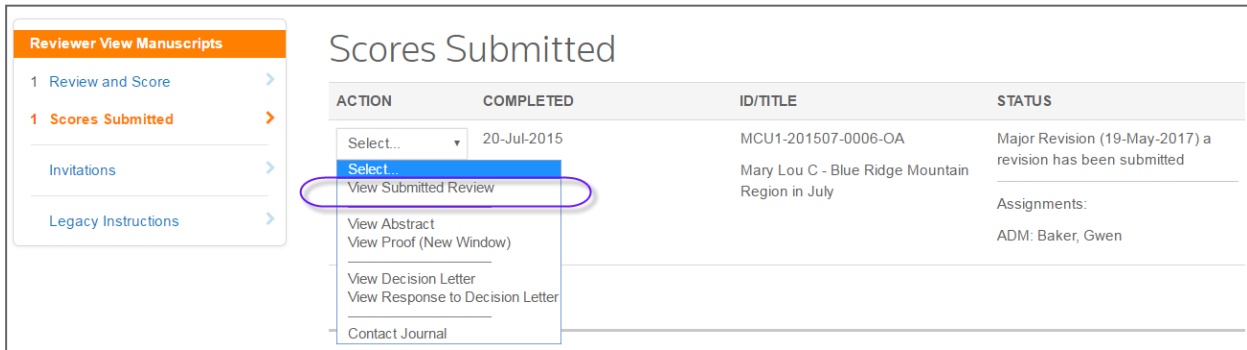
Reviewers have the option of saving manually, using the **Save as Draft** button. You can also print using the **Save & Print** button. Using the browser controls or Save & Print button will print the right side of the page which includes the ID, Title, and Form.

We recommend that, if you cut and paste your comments, use a plain text editor such as WordPad or Notepad.

Be sure to not include your name in any comments you make to the author as many sites are conducting a blinded review process.

VIEWING COMPLETED REVIEWS

After submitting your review, you can access your completed review in the Scores Submitted section of the dashboard.



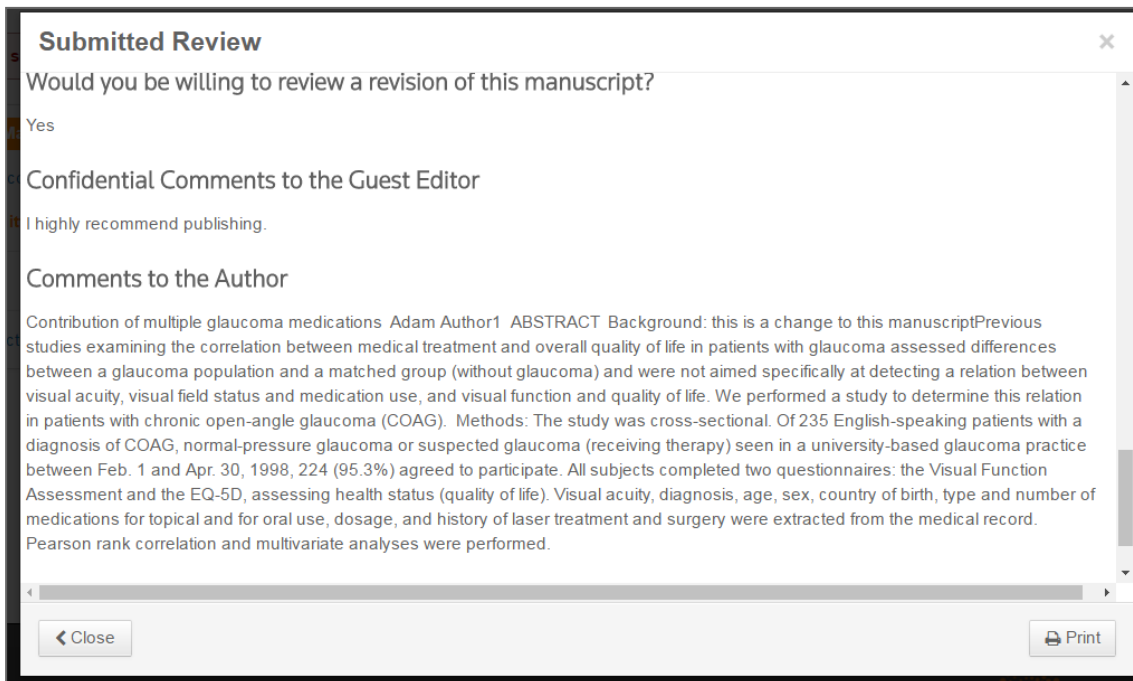
Reviewer View Manuscripts

- 1 Review and Score
- 1 Scores Submitted
- Invitations
- Legacy Instructions

Scores Submitted

ACTION	COMPLETED	ID/TITLE	STATUS
Select...	20-Jul-2015	MCU1-201507-0006-OA	Major Revision (19-May-2017) a revision has been submitted
Select...		Mary Lou C - Blue Ridge Mountain Region in July	Assignments: ADM: Baker, Gwen
View Submitted Review			
View Abstract			
View Proof (New Window)			
View Decision Letter			
View Response to Decision Letter			
Contact Journal			

Select **View Submitted Review** from the Action column. A new window will display your completed review.



Submitted Review

Would you be willing to review a revision of this manuscript?

Yes

Confidential Comments to the Guest Editor

I highly recommend publishing.

Comments to the Author

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.

Close Print

ScholarOne®

ScholarOne, a Clarivate Analytics Business, provides comprehensive workflow management systems for scholarly journals, books, and conferences. Its web-based applications enable publishers to manage the submission, peer review, production, and publication processes more efficiently, increasing their profile among authors, decreasing time-to-market for critical scientific data, and lowering infrastructure costs. ScholarOne offers workflow solutions for the submission and review of manuscripts, abstracts, proceedings, books, grants & awards, and production. Supporting over 365 societies and publishers, over 3,400 books and journals, and 13 million users, ScholarOne is the industry leader.

To learn more, visit:
Clarivate.com

CLARIVATE ANALYTICS MAIN OFFICES

North America:
+1 888 399 2917

Europe, Middle East &
Africa:
+442038114093

Latin America:
+551183709845

Japan:
+81345893100

Asia Pacific:

Australia +61285877636
New Zealand +61285877636
China +861057601200
India +911130446419
Korea +82220768100
SE Asia & Pakistan +6567755088
Taiwan +886225033034