Practical Guide

For Reviewers
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Introduction

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

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

Registration

You might have been automatically registered by the journal moderator in advance. In this case, you will receive a confirmation notification email titled ‘Registration Confirmation’ in which you will be granted a username and password. In order to activate the username and password, you have to click on the link at the bottom of your email body. (Picture 2)
Otherwise, you should click on the "Registration" button, enter into the registration window and go through the registration process in the following order: (picture 3)

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

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

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

1. Go to Login window.

2. Enter your username and password.

3. Click on "Reviewer Login" button and login to system as a Reviewer.

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

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

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

Invitation For Review

Dear Dr. Ahmad Mohebby,

You have been invited by journal's editor to review the following manuscript. A deadline has been set up for this review. It would be highly appreciated if you respond before that time.

**Manuscript Title:** Pseudomeningeal syndrome of Dupire associated with cervical discopathy—case report.

**Deadline:** 7/1/2010

To access the review form, please click here and log into the system using your Username/Password. Please find below your Username/Password:

Username: [username]
Password: [password]

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

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

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

By using "Yes" or "No" links at the bottom of "Accepting Review" column on the left side of the table, you can either accept or refuse reviewing a certain essay. (Picture 9)
In case you refuse to review an essay, the title will be omitted from your received essay list.

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

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

(picture 10)
6. "Review Form", as defined by the journal, is available for the review of essays, and it includes open or close questions regarding every aspect of the Essay. (picture 11)

7. After reading all essay documents and with the use of review form, you can comment upon details of the essay by filling out the review form.

8. At the end, leave your conclusive comment about the essay.

9. Press "Save" button. The entered information will be saved.

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

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

**Picture 11**

**Picture 12**
Your review is now sent to the editor-in-chief and the details will be saved in "Previous Reviews" section. (picture 13)

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

Re-submitting Essay for review

If an essay is resent to you for further review after it is revised by the author, you can do as the following:
1. Go to "New Essays" section; the essay will be placed in ‘new essays’ section. Now you are free to either accept or decline the review of that essay.

2. As before, click on the essay title. Essay Features window as well as a form of a new review will then show up.

3. New files might have been sent for you.

4. There will be a section titled ‘Previous Reviews’ set for this particular essay which is ordered according to the review dates. You can find out the review details by clicking on it (picture 15). Also, you can get the responsible author's reply by clicking on "Author's Reply".

5. The review form will be sent to you just like a new review and you should fill it out as well.

6. Finally, write your general comments and suggestions and choose one of the options.

7. Press the "Save" button and after saving your comments, press the button "Submit Review to the Journal".

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

Changing My Features

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

Resetting the Password

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

Online Support

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

1. Click on "Online Support".
2. Click on "New Request". (picture 17)
3. Then the window for the new request pops up. Now enter the subject of your query and description of the problem in the related parts and then press "Submission" button. (picture 18)

Support

4. Your request will be sent to the Support team and will be placed at "Open Requests" section. By clicking on the request subject shown in the main page of online support, you can view your request details in a new window

5. When your request is answered, the Latest Change column will be changed from "You" to "Support". The exact date of the latest changes will be viewable as well.
In order to view the answer, you should click on "Request" after entering the Online Support section (picture 21). Within the new window, you will see your question and its answer. In case you have not received your answer or you are asked for some more explanations, you can continue with writing out the necessary explanation again in the section "New Post" and submit it to Support.

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

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

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