



# 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:

A screenshot of the registration process. On the left is the 'Pre-registration Page' with instructions: '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.' On the right is the 'Choose a Registration Method' form. It offers two options: 'Retrieve your details from the ORCID registry:' with a 'Use My ORCID Record' button, and 'Or type in your details and continue to register without using ORCID:' with input fields for 'Given/First Name\*', 'Family/Last Name\*', and 'E-mail Address\*', and a 'Continue >>' button. Below the form is a 'WARNING' section and a 'Forgot Your Login Details?' button.

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 e-mail containing the Username and Password associated with the e-mail address that is already in the system. Users should click on 'Yes' if they could already be registered.



If the user is certain that he or she is not already registered, he or she should click on 'No'. The system will then present the 'Registration' page, 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***

User's may not only retrieve their ORCID record, but also retrieve 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.

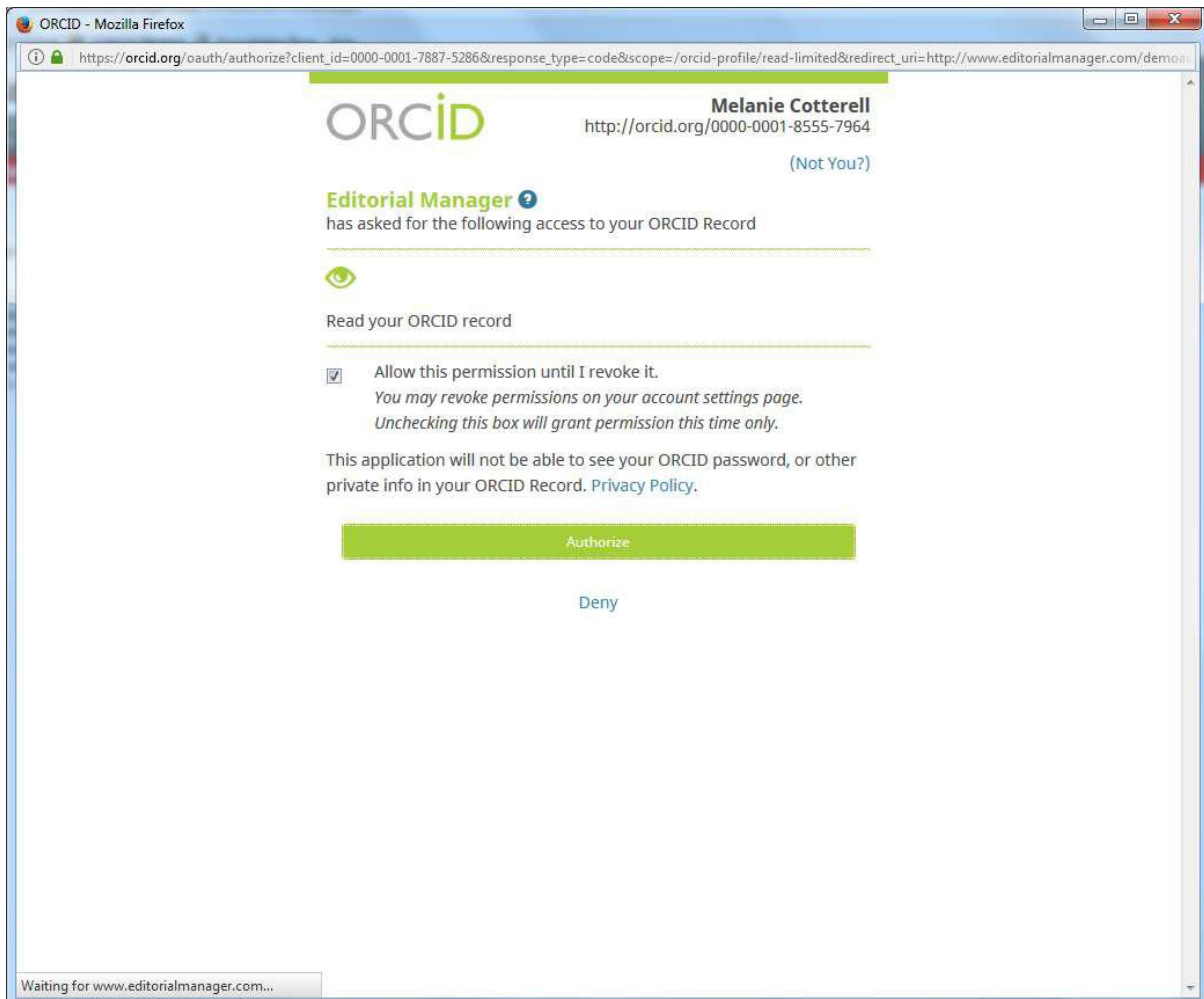


You are taken to ORCID to sign in.



The image shows the ORCID sign-in page. At the top is the ORCID logo. Below it is a link to "Sign into ORCID or Register now". There are two tabs: "Personal account" (selected) and "Institutional account". Under the "Personal account" tab, it says "Sign in with your ORCID account". There are two input fields: "Email or iD" and "ORCID password". Below these is a blue button labeled "Sign into ORCID". There is a link for "Forgotten your password?". At the bottom, there is a link to "Sign in with a social media account" with icons for Facebook and Google+.

You grant permission for ORCID to push information to your EM registration.



The image shows a browser window displaying the ORCID authorization page. The browser title is "ORCID - Mozilla Firefox" and the address bar shows the URL: "https://orcid.org/oauth/authorize?client\_id=0000-0001-7887-5286&response\_type=code&scope=/orcid-profile/read-limited&redirect\_uri=http://www.editorialmanager.com/demo...". The page content includes the ORCID logo, the user's name "Melanie Cotterell", and her ORCID iD "http://orcid.org/0000-0001-8555-7964". There is a link "(Not You?)". The main heading is "Editorial Manager" with a question mark icon, followed by the text "has asked for the following access to your ORCID Record". Below this is a green eye icon and the text "Read your ORCID record". There is a checked checkbox next to the text "Allow this permission until I revoke it. You may revoke permissions on your account settings page. Unchecking this box will grant permission this time only." Below this is a warning: "This application will not be able to see your ORCID password, or other private info in your ORCID Record. Privacy Policy." At the bottom, there are two buttons: "Authorize" (green) and "Deny" (blue).

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 e-mail 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 *	<input type="text"/>	(Mr., Mrs., Dr., etc.)
Given/First Name *	<input type="text" value="Me"/>	
Middle Name	<input type="text"/>	
Family/Last Name *	<input type="text" value="Again"/>	
Degree	<input type="text"/>	(Ph.D., M.D., etc.)
Preferred Name	<input type="text"/>	(nickname)
Primary Phone	<input type="text"/>	(including country code)
Secondary Phone	<input type="text"/>	(including country code)
Secondary Phone is for	Mobile <input checked="" type="radio"/> Beeper <input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Admin. Asst. <input type="radio"/>	
Fax Number	<input type="text"/>	(including country code)
E-mail Address *	<input type="text" value="meagain@ariestrash.com"/>	

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	<input type="text"/>	
Institution *	<input type="text"/>	(max 300 characters)
Department	<input type="text"/>	(max 450 characters)
Street Address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
City	<input type="text"/>	
State or Province	<input type="text"/>	
Zip or Postal Code	<input type="text"/>	
Country *	<input type="text" value="Please choose a country"/>	
Address is for *	Work <input checked="" type="radio"/> Home <input type="radio"/> Other <input type="radio"/>	
Available as a Reviewer?*	Yes <input type="radio"/> No <input checked="" type="radio"/>	

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



A user may indicate to the Publication that he or she 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 Personal Classifications

**Select 3-5 Classifications**

**Personal Keywords** (None Defined)

Edit Personal Keywords

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:  Search Clear

[Matching terms display in red text]

Expand All Collapse All

- antibiotics
- Antivirals
- Drug interactions plus
- drug toxicity
- NSAIDS (non-steroidals)
- Steroids
- PLASTICS**
- PROSPECTIVE STUDY**
- PSYCHOPHYSICS**
- PUBLIC POLICY\STANDARDS**
  - (PPPs) preferred practice patterns
  - cost-benefit analysis
  - ethics
  - FDA
  - legal
  - medical care delivery
  - medicare
  - Ophth. Terminology
  - Ophthal. Business Practices
  - safety

Select->

<-Remove

**Selected Classifications:**

- drug toxicity
- PHARMACOLOGY**

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 [-] checkboxes. 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    **10: [First Major Term](#)** 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**

Please rate your level of academic interest and expertise by selecting...

Classification	Experience Ranking				Remove Classification
10: <a href="#">First Major Term</a>	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
20: <a href="#">Second Major Term</a>	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input type="radio"/> High	<input type="checkbox"/>
30: <a href="#">Third Major Term</a>	<input checked="" type="radio"/> None Selected	<input type="radio"/> Low	<input type="radio"/> Medium	<input 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.*

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 e-mail address. If the system e-mails get caught in a SPAM filter for one e-mail address, users can receive the e-mail at a secondary e-mail address from a different service provider (i.e., Gmail, Outlook, Hotmail, etc.).

### Custom Registration Questions

If the Publication has opted to require that users respond to registration questions, the following step will appear before the Registration process can be completed. A box with an asterisk next to it 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 e-mail address is correct.



The screenshot shows a registration confirmation page. On the left, the text 'CONFIRM REGISTRATION' is displayed. The main content area is titled 'Please confirm the following very important information:' and lists the following details: First Name: Darren, Last Name: Morrison, Username: Dazza, Email Address: darren@emtesting.co.uk, and Country: BELGIUM. Below this list, there are two lines of instructions: 'If any of the information above is incorrect, please click the 'Previous Page' button below to go back and make the necessary correction(s) and submit the form again.' and 'If the information is correct and you wish to complete your registration, click the 'Continue' button below.' At the bottom of the form, there are two buttons: '<< Previous Page' and 'Continue >>'.

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

An example of an e-mail is shown below.

Thank you for registering for the Editorial Manager online submission and peer review tracking system for Demo TF 14.0.

Here is your username and confidential password, which you need to access the Editorial Manager at <http://DEMOTF140.edmgr.com/>.

Username: Quinn  
Password: <http://demotf140.edmgr.com/l.asp?i=723&l=U0Z1ZNMH>

Please save this information in a safe place.

You can change your password and other personal information by logging into the Demo TF 14.0 website and clicking on the Update My Information link on the menu.

Best regards,  
Demo TF 14.0

The e-mail contains the username and a link that will take the user into EM to change his/her password, if desired.

### Change Password



The screenshot shows a 'Change Password' form. It contains a heading 'Change Password' and a sub-heading 'Please enter your new password. If this publication enforces specific password guidelines, they will be listed below.' Below this, there are two input fields: 'New Password' and 'Re-type New Password', both containing masked characters (dots). At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'.

### 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, he or she may receive an e-mail detailing this username and password. The first time the user logs in to the system, he or she will be prompted to enter any additional information the Editor may not have included in the record.

Users may also receive an e-mail invitation to review a paper. The e-mail 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.

## Logging In

### Standard Login

Users can begin to use the system once they have received a notification e-mail from the Editorial Office containing the username and 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 Log-In screen will be displayed. Enter the username and password in the appropriate fields. Click on the 'Reviewer Login' button.

### Login

The image shows the login screen with the heading 'Please Enter the Following'. It contains two input fields: 'Username:' with the text 'mary' and 'Password:' with four dots. Below the fields are four buttons: 'Author Login', 'Reviewer Login', 'Editor Login', and 'Publisher Login'. A red arrow points to the 'Reviewer Login' button. Below the buttons is the text 'Or Login via: iD What is ORCID?'. At the bottom are links for 'Send Login Details', 'Register Now', and 'Login Help', and a footer with 'Software Copyright © 2017 Aries Systems Corporation. Privacy Policy'.

**Note:** All users are automatically registered as Authors. If users have multiple roles with 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, he or she would need to click on the button labeled 'Author Login'.

Once a user has successfully logged in, the 'Reviewer Main Menu' will display '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 the folder name.



### Logging in with ORCID

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

[Insert Special Character](#)

**Please Enter the Following**

Username:

Password:

**Or Login via:**  [What is ORCID?](#)  
[Send Login Details](#) [Register Now](#) [Login Help](#)

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You are taken to ORCID to sign in.



Sign Into ORCID or Register now

Personal account
  Institutional account

Sign in with your ORCID account

Email or ID

ORCID password

[Forgotten your password?](#)

Sign in with a social media account 

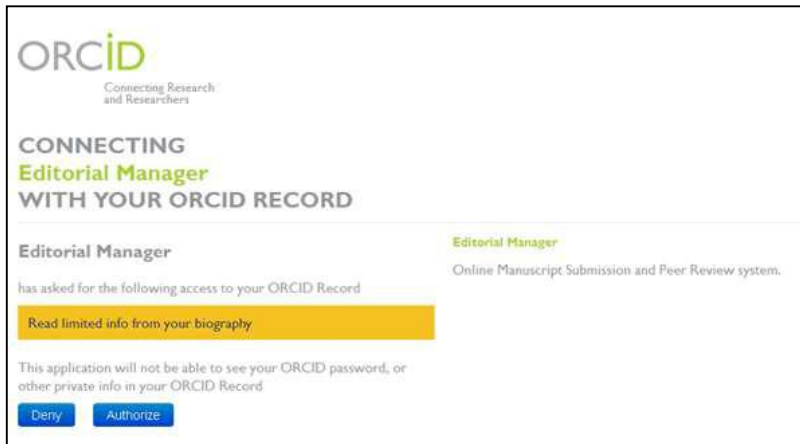
### ***Single Sign-on via ORCID***

Users who have already authenticated an ORCID with the 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 before successfully logging into EM.

Once Single Sign-on via ORCID 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

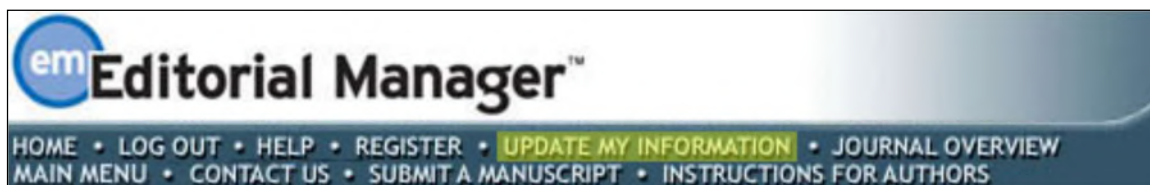
If your Publication provides access to secondary languages, you will see the 'language drop-down' in the top right corner of your screen as part of the 'Main Menu'. Here you may choose to display the site in a language other than the Publication's default language by selecting from the list of available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

**UPDATE MY INFORMATION**

To update any information, make the changes on the form and click Update. Required fields have an asterisk next to the label.

**Login Information**

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.

User Name \* Wendy

Password \* Wendy

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.

Default Login Role: Author

[Insert Special Character](#)

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:

**CONFIRM INFORMATION UPDATE**

**Required Field Warning**

One or more required fields are not filled in. If you wish to enter the missing information, click 'Previous Page' to go to the previous page or you may click 'Continue' to submit the changes you did make and proceed.

<< Previous Page Continue

Users may return to the information pages (click on the '<< Previous Page' button) or can click on the button labeled 'Continue'.

### ***Send Username/Password***

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

**Account Finder**

Enter your e-mail address in the box below. If an account exists with this e-mail address, your Username and Password will be e-mailed to you.

**Please Enter The Following**

Given/First Name\*

Family/Last Name\*

E-mail\*

Cancel Go To Login Page (Do Not Reset my Password)

**Reset and Send Login Details**

[Insert Special Character](#)

If the system finds an existing record matching the provided information, an e-mail containing the user's username and password will be sent to the address on record.



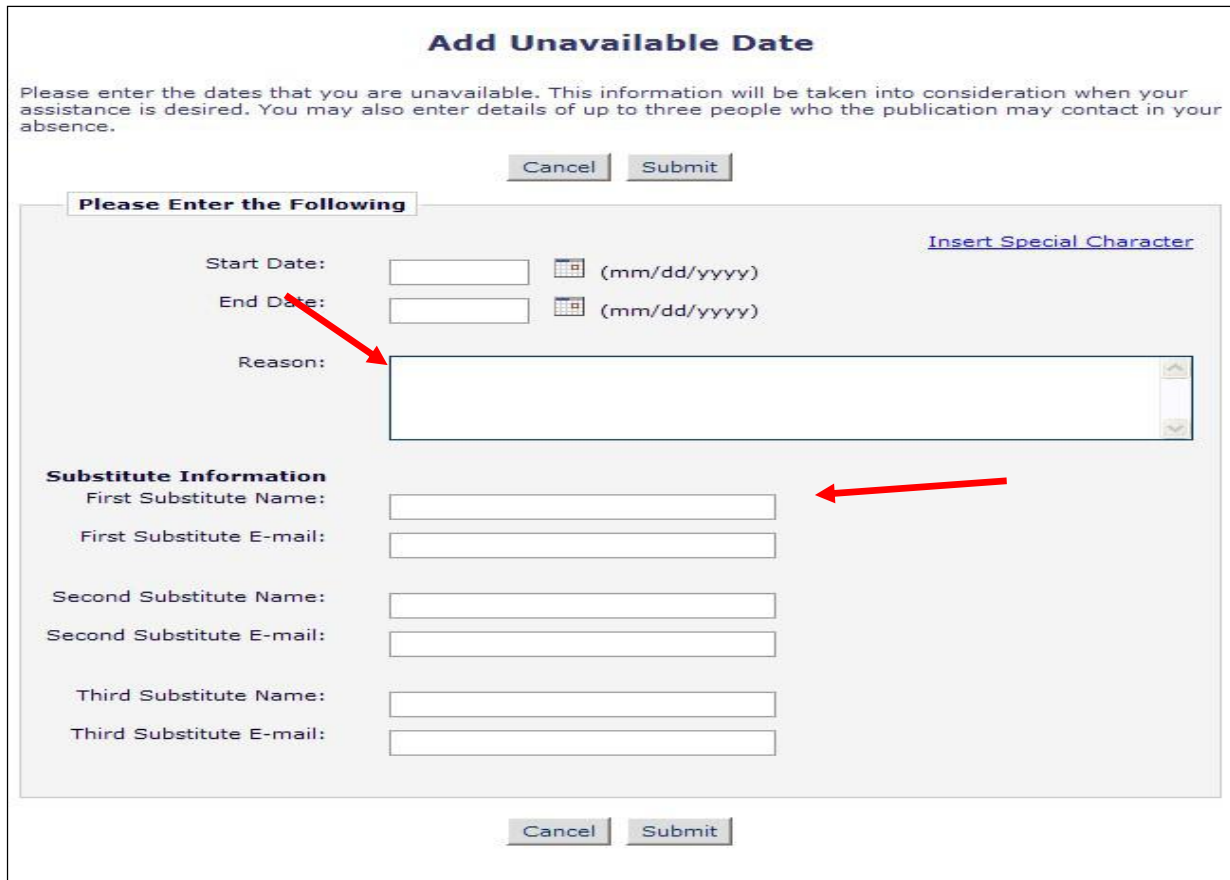
## Entering Unavailable Dates

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.



The screenshot shows a web form titled 'Additional Information'. A button labeled 'Unavailable Dates' is highlighted with a red rectangular box. Below the main form area, there are two buttons: 'Cancel' and 'Submit'.

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.



The screenshot shows the 'Add Unavailable Date' form. At the top, it says '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.' Below this are 'Cancel' and 'Submit' buttons. A section titled 'Please Enter the Following' contains the following fields:

- Start Date:  (mm/dd/yyyy)
- End Date:  (mm/dd/yyyy)
- Reason:

There is a link for 'Insert Special Character' to the right of the date fields. Below these is the 'Substitute Information' section with the following fields:

- First Substitute Name:
- First Substitute E-mail:
- Second Substitute Name:
- Second Substitute E-mail:
- Third Substitute Name:
- Third Substitute E-mail:

At the bottom are 'Cancel' and 'Submit' buttons. Two red arrows point to the 'Reason' field and the 'First Substitute Name' field.

## Receiving Reviewer Invitations

Notification of Reviewer Invitations will arrive by e-mail unless you have selected a different Preferred Method of Contact. 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 '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**

**Review Assignments**

[New Reviewer Invitations](#) (2)

[Pending Assignments](#) (1)

[Completed Assignments](#) (2)

Users may receive the text of the abstract in an initial e-mail invitation to review. Depending upon how the Editorial Office has configured the invitation process, you may be granted access to download the manuscript before agreeing to review.

**New Reviewer Invitations for Joe Bloggs**

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

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

Action	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Days Invitation Outstanding	Editor's Name	Keywords	Classifications
<a href="#">View Submission</a> <a href="#">View Abstract</a> <a href="#">Access to Review</a> <a href="#">Decline to Review</a> <a href="#">Similar Articles in MEDLINE</a>	JOWM-2005-13	Test Article	Test Manuscript - for classification error	05-09-2005	Under Review	05-09-2005	115	Harry H Editor		10 Heart Failures 10.1 Blocked Arteries 10.2 Heart Valve defects 10.3 Heart failure due to disease 10.4 Another Minor Term under First 20 Gynaecology 20.1 Ovarian Cancer 20.3 Endometriosis 20.5 IUP 30 Endocrinology 30.2 Diabetes
<a href="#">View Submission</a> <a href="#">View Abstract</a> <a href="#">Access to Review</a> <a href="#">Decline to Review</a> <a href="#">Similar Articles in MEDLINE</a>	JOWM-2005-15	Manuscript	This is a test manuscript	02-12-2005	Under Review	02-12-2005	27	John Editor	jtuidhurit;	10 Heart Failures 10.2 Heart Valve defects 20.1 Ovarian Cancer

### 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 JOWM-2005-13.**

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 why he or she 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.

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

## Receiving Reviewer Assignments

Notification of Reviewer Assignments will arrive by e-mail unless you have selected a different Preferred Method of Contact. 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 e-mail 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 do the review assignment in this manner, he or she will be fully logged in 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 the review assignment in this manner, he or she will still be brought to the 'Decline to Review' page, where he or she 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 e-mail 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 e-mail correspondence to Reviewers. Clicking the link automatically logs the Reviewer into the system and brings him or her directly to the ‘*Edit Unavailable Dates*’ page.

**Note:** *In order for the links in the e-mail to work, a user must **NOT** 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 CrossCheck 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 a [CrossCheck/iThenticate 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.

Partial page display

Pending Reviewer Assignments for Peter Reviewer, DDS							
Page: 1 of 1 (6 total assignments)							
Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited
<a href="#">View Submission</a> <a href="#">CrossCheck/iThenticate Results (23%)</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a> <a href="#">View Submission</a>	1	BETSYDEV101-D-13-00005	Abstract	10.1 testing of Similary Checking functionality	Apr 17 2013 12:01PM	Under Peer Review	Apr 17 2013 11:52AM

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

**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:

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.

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

## Submitting a Review

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

Pending Reviewer Assignments for Joe Bloggs


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

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Days Until Review Due	Editor's Name
<a href="#">View Submission</a> <a href="#">Submit Recommendation</a>	1	J0WM-2005-13	Test Article	Test Manuscript - for classification error	05-09-2005	Under Review	05-09-2005	29-12-2005	29-12-2005	0	Harry H Editeur

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

[<< Reviewer Main Menu](#)

You should use the free Adobe Acrobat Reader 6 or later for best PDF Viewing results.



Within this folder a Reviewer may download the PDF of the manuscript to view it on his or her 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.

Once a Reviewer is ready to submit a review, the Reviewer can begin the process by clicking 'Submit Recommendation'. This will bring him or her 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.

Reviewer Recommendation and Comments for Manuscript Number J0WM-2005-16

**How to submit a paper to the Journal of ABC**

Original Submission  
Reggie Clements (Reviewer 1)

Recommendation:

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.

Reviewer Blind Comments to Author

### Selecting a Recommendation

Reviewers can choose a recommendation term via the drop-down 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.

Recommendation

No Recommendation

Accept

Minor Revision

Major Revision

Reject

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



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

Reviewer Recommendation and Comments for Manuscript Number JOWM-2005-16

How to submit a paper to the Journal of ABC

Original Submission  
Oliver Author2, Jr (Reviewer 3)

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

Buttons: Cancel, Save & Submit Later, Upload Reviewer Attachments, Proof & Print, Proceed

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.

Reviewer Instructions

Please rate the submission according to the following criteria (1=Poor, 5=Excellent)

The subject addressed in this article is worthy of investigation (1 is low, 5 is high)

N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	2	3	4	5

Was the inclusion of illustrations useful or of no real value (1 is low, 5 is high)

N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	2	3	4	5

## 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, but 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.

Following these questions text boxes will be present to allow Reviewers to provide their comments to the Editor as well as to the Author.

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 if 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' 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' will open a window containing all of the review information, as a way to 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.



Example: Reviewer Recommendation and Comments' page

**Reviewer Recommendation and Comments for Manuscript Number INFORM-2009-20**

**Cultural Sensitivity to and Interpretation of Basic Geometric Shapes**

Original Submission  
Fir Black (Reviewer 1)

Recommendation No Recommendation Overall Manuscript Rating (1 - 100)

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.

**Manuscript Rating**

Please select a number to indicate your level of agreement with the following questions. Select the lowest value to indicate that you disagree entirely, or the highest value to indicate that you agree completely. Please answer '1' to the third question if you read these instructions.

\*The subject addressed in this article is worthy of investigation.

N/A    1    2    3

\*Please rate the novelty of the information (with 1 = previously published and 5 = completely new)

N/A    1    2    3    4    5

\*Are you a spam-bot?

N/A    1    2    3    4    5    6    7    8    9    10

\*Please rate the quality of the language and writing style (with 1 = unacceptable and 10 = ready to publish as is)

N/A    1    2    3    4    5    6    7    8    9    10

**Review Questions**

\*On what date did you review this manuscript?

(mm/dd/yyyy)

\*What is your primary area of expertise? (Limit 200 Characters)

Character Count: 0

Please describe any logical fallacies found in this manuscript. (Limit 20000 Characters) [\[Instructions\]](#)

Character Count: 0

How much would you pay for a reprint of this article in USD?

Please evaluate the number of figures that accompany this manuscript:

Please select a response

- Figures and text are well-balanced and complementary
- Insufficient to illustrate concepts
- Not all data is represented graphically that should be
- Some illustrations are redundant
- Figures are not needed for this subject matter
- Included Figures are irrelevant to the subject matter

Date response type

Text response type

Notes response type

Decimal response type

List: radio buttons response type

[continued from previous page]

The image shows a screenshot of a survey form with several questions and their corresponding response types. Red arrows point from callout boxes on the left to the specific form elements on the right.

- List: checkboxes response type:** Points to a question: "Please select the fields of study to which this material would be most applicable:" with five unchecked checkboxes: "Faceted Classification", "Ontologies", "User Experience Design", "Visual Information Design", and "The Semantic Web".
- List: drop-down response:** Points to a question: "What is the scope of the work?" with a drop-down menu showing "Please select a response".
- Integer response type:** Points to a question: "How old are you? (Limit 3 Characters) [Instructions]" with a text input field and "Character Count: 0".
- List: scrolling selector response type:** Points to a question: "What aspects of the paper did you review? (please select one or more)" with a scrolling list box containing "Citations", "Language", "Logic", "Novelty of Work", and "Scientific Techniques".
- Yes/No response type:** Points to a question: "Did this paper make sense?" with a drop-down menu showing "Yes" and "No".
- Yes/No/NA response type:** Points to a question: "How much wood would a woodchuck chuck if a woodchuck could chuck wood?" with a drop-down menu showing "Yes", "No", and "Not Applicable".
- Yes/No/Text response type:** Points to a question: "Given that freight trains often combine a variety of different payloads and car types (flat, coal, tanker, box, lumber, etc.), while commuter trains carry an inherently more interesting payload (people) are freight trains really more interesting than commuter trains?" with a drop-down menu showing "Yes" and "No".

## 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, 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 JOWM-2005-16  
"How to submit a paper to the Journal of ABC"**

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:

**Reviewer Attachment(s):**

Action	Description	File Name	Size	Last Modified
<a href="#">Download</a> <a href="#">Remove</a>	This file contains information about areas that need revising DEMO Checklist.doc		19.0 KB	10-01-2006
<a href="#">Download</a> <a href="#">Remove</a>	Figure to support requested changes	figure.eps	392 KB	10-01-2006

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.
- 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.
- 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 JOWM-2005-16**  
How to submit a paper to the Journal of ABC

Original Submission  
Reggie Clements (Reviewer 1)

Recommendation: Minor Revision Overall Manuscript Rating (1-100): 87

**Manuscript Question(s):**

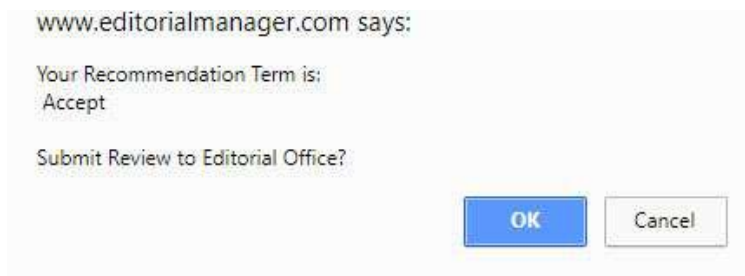
Question	Scale	Rating
The subject addressed in this article is worthy of investigation (1 is low, 5 is high)	[1-5]	4
Was the inclusion of illustrations useful or of no real value (1 is low, 5 is high)	[1-5]	4
The information presented was new and novel (1 is low, 3 is high)	[1-3]	2

**Reviewer Blind Comments to Author:**

---

**Reviewer Confidential Comments to Editor:**  
This is another text to see how and when to use the Review form

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



Once the review has been successfully submitted, the Reviewer will receive a screen thanking him or her for the review and will see a button to return to the main menu.

## Review Thank You

Thank you for reviewing Manuscript Number DEMOTF140-D-17-00027.

[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 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' 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 Query to Journal**

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.

---

From: "Anthony Author" <bhopkins@ariessys.com>  
 To: "The DEMO Journal" <trash1@ariessys.com>  
 Letter Subject: Query to Journal

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: bcc:

Editor-in-Chief  
 All Co-Authors with known e-mail addresses

cc:

Attachments

Letter Body:

# All lines beginning with a number sign (#)  
 # are comments and are not sent.  
 #

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.

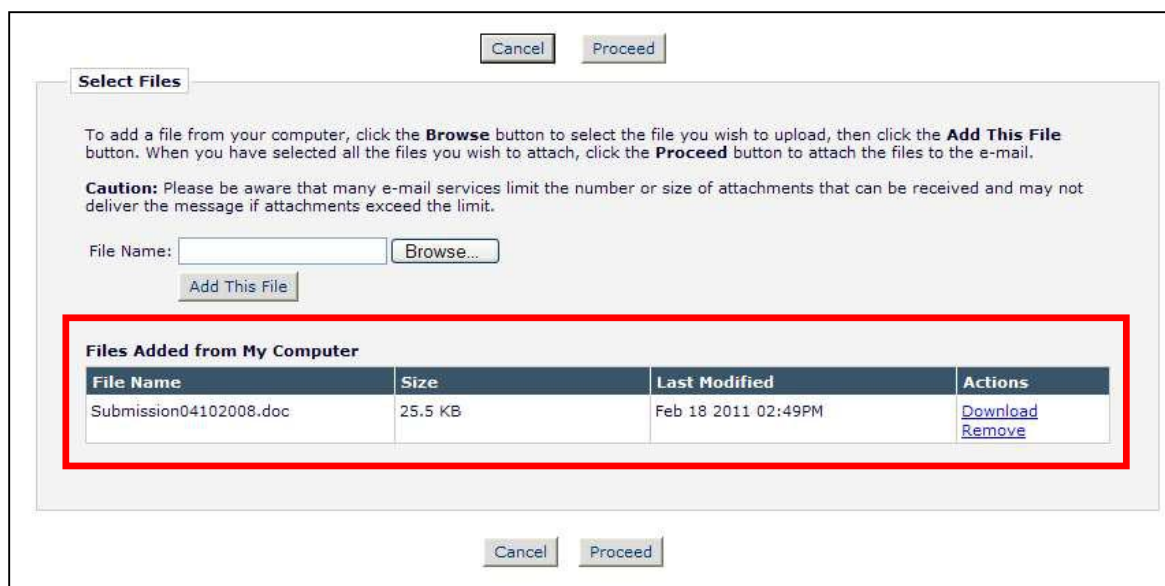
**Select Files**

To add a file from your computer, click the **Browse** button to select the file you wish to upload, then click the **Add This File** button. When you have selected all the files you wish to attach, click the **Proceed** button to attach the files to the e-mail.

**Caution:** Please be aware that many e-mail services limit the number or size of attachments that can be received and may not deliver the message if attachments exceed the limit.

File Name:   ←

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 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 Attachments provided by other Reviewers or an Editor. Access to these Attachments may be granted through a link in the invitation e-mail, but they can also be accessed using the ‘View Attachments’ Action Link which will be available when viewing the Submission. This link will provide access to any Attachments which the Editor has authorized Reviewers to view.

Pending Reviewer Assignments for Jennifer Ingle, Ph.D.

Page: 1 of 1 (1 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
<a href="#">View Submission</a> <a href="#">View Attachments</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	2	WEBDEM-D-11-00003	Annual Meeting Abstract	Title 4	Under Review	Jul 20, 2011	Jul 20, 2011	Jul 30, 2011	10	Mike Di Natale, n/a

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

## Author Response to Reviewers

Reviewers will be able to view an Author’s response to Reviewers of 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.



Action	Manuscript Number	Article Type	Article Title	Current Status	Date Reviewer Invited	Days Invitation Outstanding	Editor's Name	Corresponding Author	Other Authors
<a href="#">View Abstract</a> <a href="#">Agree to Review</a> <a href="#">Decline to Review</a> <a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">Similar Articles in MEDLINE</a>			A Brand New Article for a Brand New Upgrade	Under Review	Aug 29, 2006	0	Tara Steketee	Ricky Williams	

submissions) Display 10 results per page.

<< Reviewer Main Menu

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

View Reviewer Comments for Manuscript TARATEST50-D-06-00010R1 "A Brand New Article for a Brand New Upgrade"	
Click the Reviewer recommendation term to view the Reviewer comments.	
	Original Submission
(Reviewer 1)	<a href="#">Major Revision</a>
Ethel Merman (Reviewer 2)	<a href="#">Minor Revision</a>
Author Decision Letter	<a href="#">Revise</a>
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
<p>Reviewer #1: This paper makes some great points, but the following things should be addressed in the revision.</p> <p>Your usage of Schrödinger's Cat needs more bibliographic support. Are there other Physicists who are working with this theory? If so, please refer to their publications.  --I have made the necessary changes</p> <p>Please also work on grammar and language, specifically on page 42 where you seem to lapse into Gaellic.  --I have made the necessary changes</p> <p>The statistical analysis on page 5 should be re-worked to include kittens.  --I have made these changes</p> <p>Reviewer #2: Statistical Analysis needs to be redone  --I have reworked the statistical analysis at your request.</p> <p>Also, please make sure that you address the recent publications with this journal.  --The revision now contains this information</p>
Close