ScholarOne Manuscripts ™

Reviewer User Guide

21-January-2019

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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.
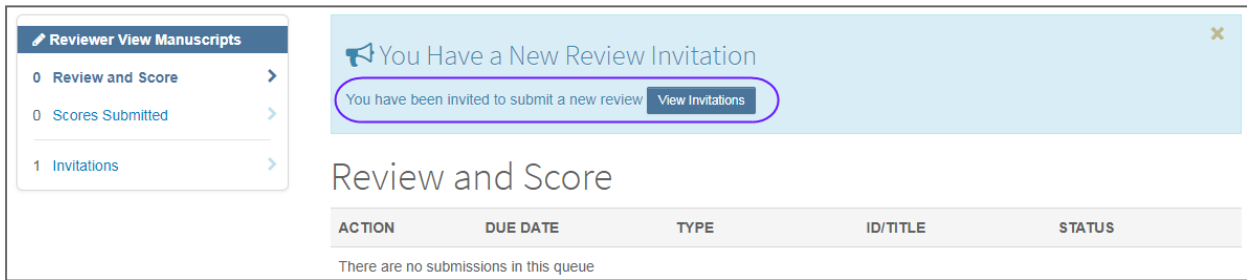>
> To access the manuscript, login to the ScholarOne University Training Workflow 1 - Manuscript Central site at https://mc.manuscriptcentral.com/s1u-wf1.
>
> https://mc.manuscriptcentral.com/s1u-wf1?URL_MASK=23aa99e48a9c45b2b8c416625b9b3288
>
> Once you are logged in, the Main Menu will be displayed. 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.

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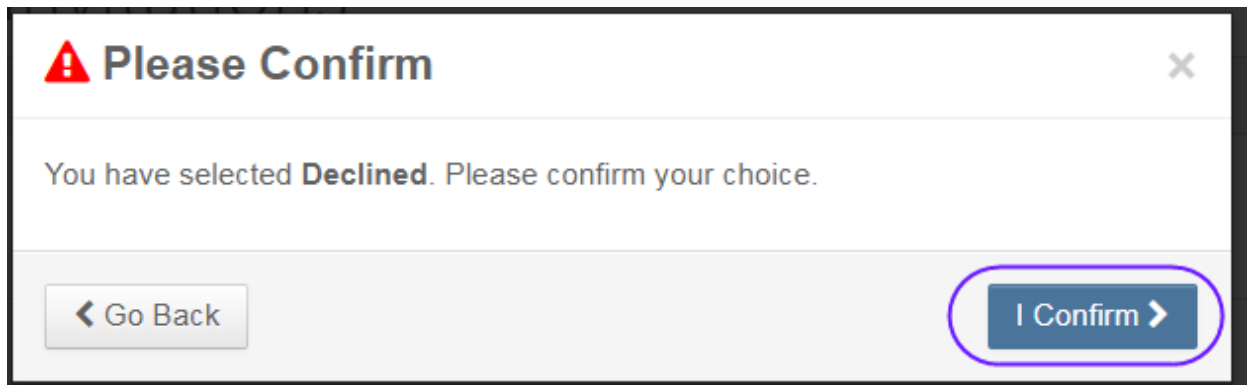
Select **View Invitation** to choose the approipate response from the Action column. When you choose **Agreed & Begin Reivew** you will be taken directly to the submission and score sheet.

If the option for **Decline – Suggest Alternate** is configured for your site, selecting this option will take you to a confirmation screen.

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 recived 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 at 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.   ✕

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LOGGING INTO YOUR REVIEWER CENTER

LOG IN

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.
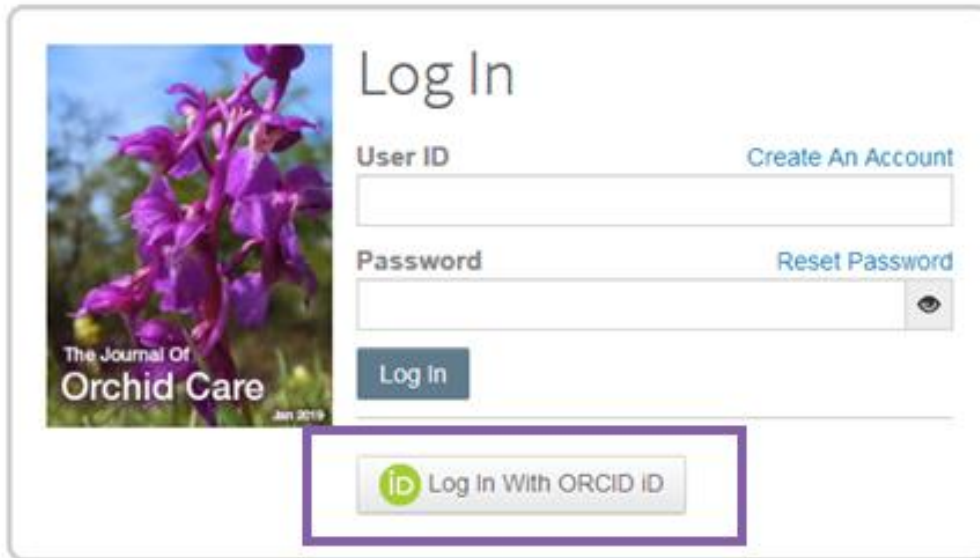
ORCID LOG IN

The journal site may be configured to use ORCID Login. Select the **Log In with ORCID iD** button at the bottom of the Log In box.

You will then log in to ORCID ID, or register an ORCID account.

If the you have used this login process before or have already linked your ORCID iD to your ScholarOne profile, you will automatically be logged in to the ScholarOne site.

If this is their first time linking your ORCID and ScholarOne accounts together, you will be asked to authorize the publisher or journal to get their ORCID iD and to read limited-access information such as their name and address. Reading limited-access information will make it easier for new users that do not have a ScholarOne account to pre-fill their profile information when creating an account.
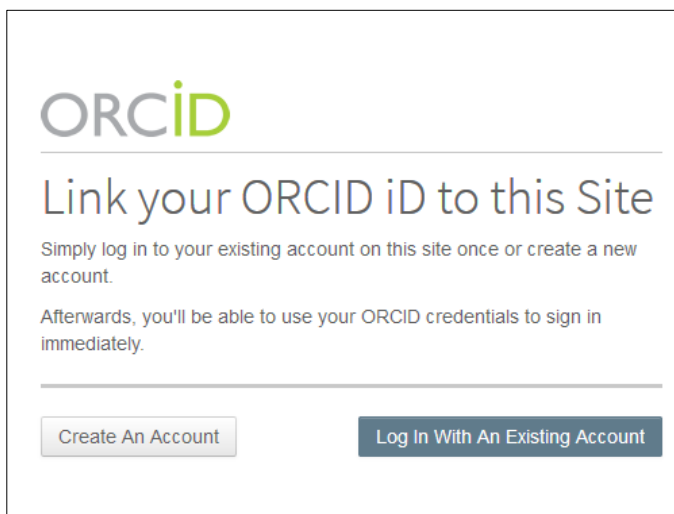
Next, you will link your ORCID account to the ScholarOne site. You will see the option of creating a new account or logging in with your existing site credentials.

If you already have an account on the ScholarOne site, you will only need to provide your ScholarOne login credentials once. Afterwards, you can use either the ScholarOne or ORCID credentials to log in to the participating site.

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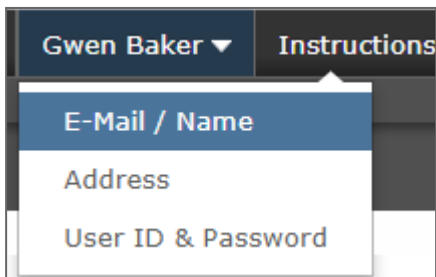
Note: You can also change your User ID and Password here.

FORGOT YOUR PASSWORD?

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

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.

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).
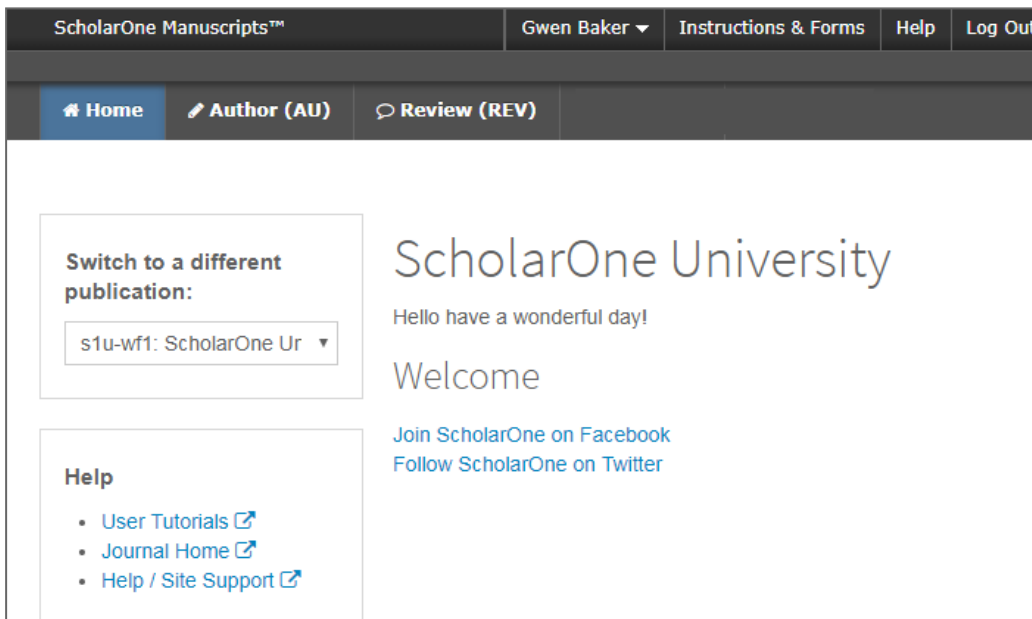
The Home page contains many convenient navigation features as well as site-specific information and images.

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.
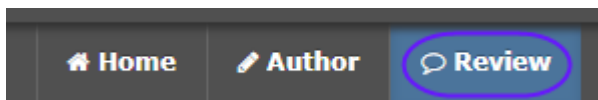
ACCESS THE MANUSCRIPT FOR REVIEW

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.

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.

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.

- **Details**: Give details and version history for the submission and author name (unless it is a blinded review) as well as a quick link to the Abstract.
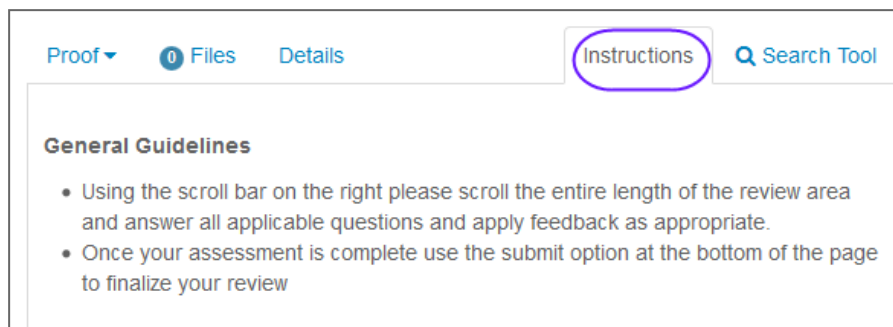
- **Instructions**: View journal-specified instructions

- **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.

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 Associate Editor

[ΩSpecial Characters]

---

*Comments to the Author

[ΩSpecial Characters]

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.

Quick links appear above the score sheet to the abstract and author response

📅 Due 27-Oct-2017

JOC-2017-0001.R1 **- View Abstract - View Author's Response**

Further tests of the utility of integrated speed-accuracy measures in task switching

*= Required Fields

Questionnaire	Yes	No	Not applicable
Does the manuscript contain original information that progresses knowledge on this subject? Are there original findings, or do conceptual arguments provide a somewhat new perspective on established thinking?	○	○	○
Does the Abstract (Summary) clearly and accurately describe the content of the article?	○	○	○
Is the introduction to the subject matter clearly and concisely stated?	○	○	○
Overall, do you find the methodology appropriate for the subject matter being examined in the submission, with no significant weaknesses?	○	○	○
Are the interpretations and conclusions justified by the results?	○	○	○

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PUBLONS OPT-IN FOR REVIEWERS

Publons, if configured on your scoresheet, provides peer reviewers instant recognition for their contributions. Simply select Yes to get recognition or click the link to Learn More about Publons.

Note: See the *Publons Credit for Completed Reviews* section for information about how to add previously-completed reviews to your Publons record.

ASSOCIATE ORCID ID

The Score Sheet may now be configured to ask for the Reviewer's ORCID iD. It may be set to required or optional for the Reviewer to answer. If the Reviewer is logged in, it will associate the ORCID iD to the Reviewer's account. If they are not logged in, it will only be displayed where the review form appears on the site.

Without an ORCID iD, the question will appear like this:

After associating the ORCID iD, the question will display the associated ORCID iD:

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 ❷

3 MB

Reviewer1.d...

Select Radio Buttons to Start Attaching Files

Reviewer1.docx

*For: ⦿ Author & Editor ◯ Editor Only

No Files Attached

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

Success! Your review has been submitted.   ✕

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CONTACTING THE JOURNAL

You may have questions regarding the paper you are reviewing and need to speak to someone at the 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.

OTHER NOTIFICATIONS

Other notifications you can receive during the review process, are notices for your upcoming review deadline and if the review is overdue.

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.

Click the **Author's Response** link to access the response information.

SUGGESTIONS FOR REVIEWING

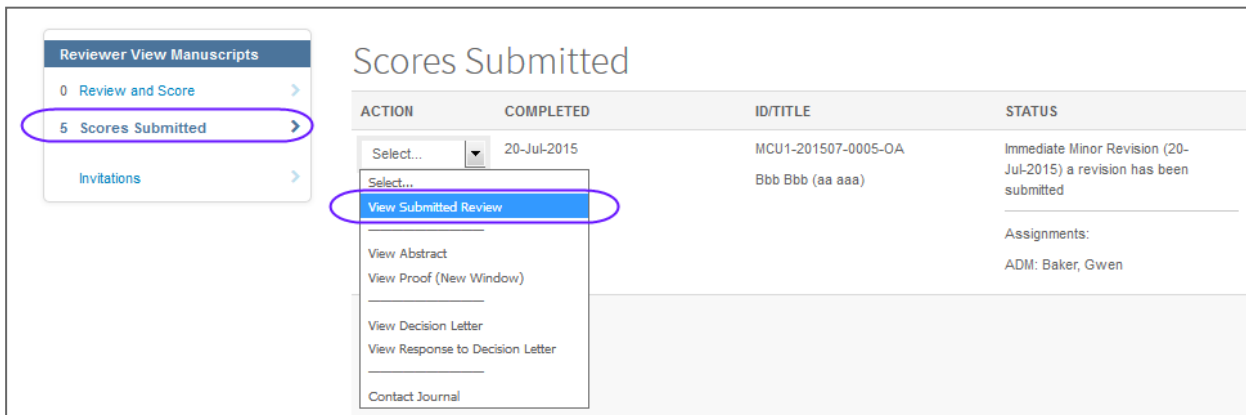The review form auto-saves every 30 seconds. When it does, a small message will appear at the bottom-right hand side of the form. It will fade away after one second.
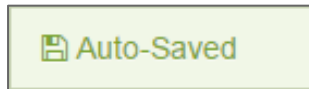
Reviewers have the option of saving manually, using the **Save as Draft** button. You can also print using the **Save & Print** button. Using the browser controls or Save & Print button will print the right side of the page which includes the ID, Title, and Form.

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.

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

PUBLONS CREDIT FOR COMPLETED REVIEWS

Publons allows academics to track, verify, and showcase their peer review and academic contributions for journals. ScholarOne allows users to seek credit for historical reviews already completed.

Access historical reviews through the Reviews Pending Publons Credit queue.

To receive credit, select the checkbox next to the appropriate manuscript and then Get Publons Credit.

A success message will confirm the transfer of data to Publons.

☆ Review(s) successfully submitted to Publons.

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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.

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