

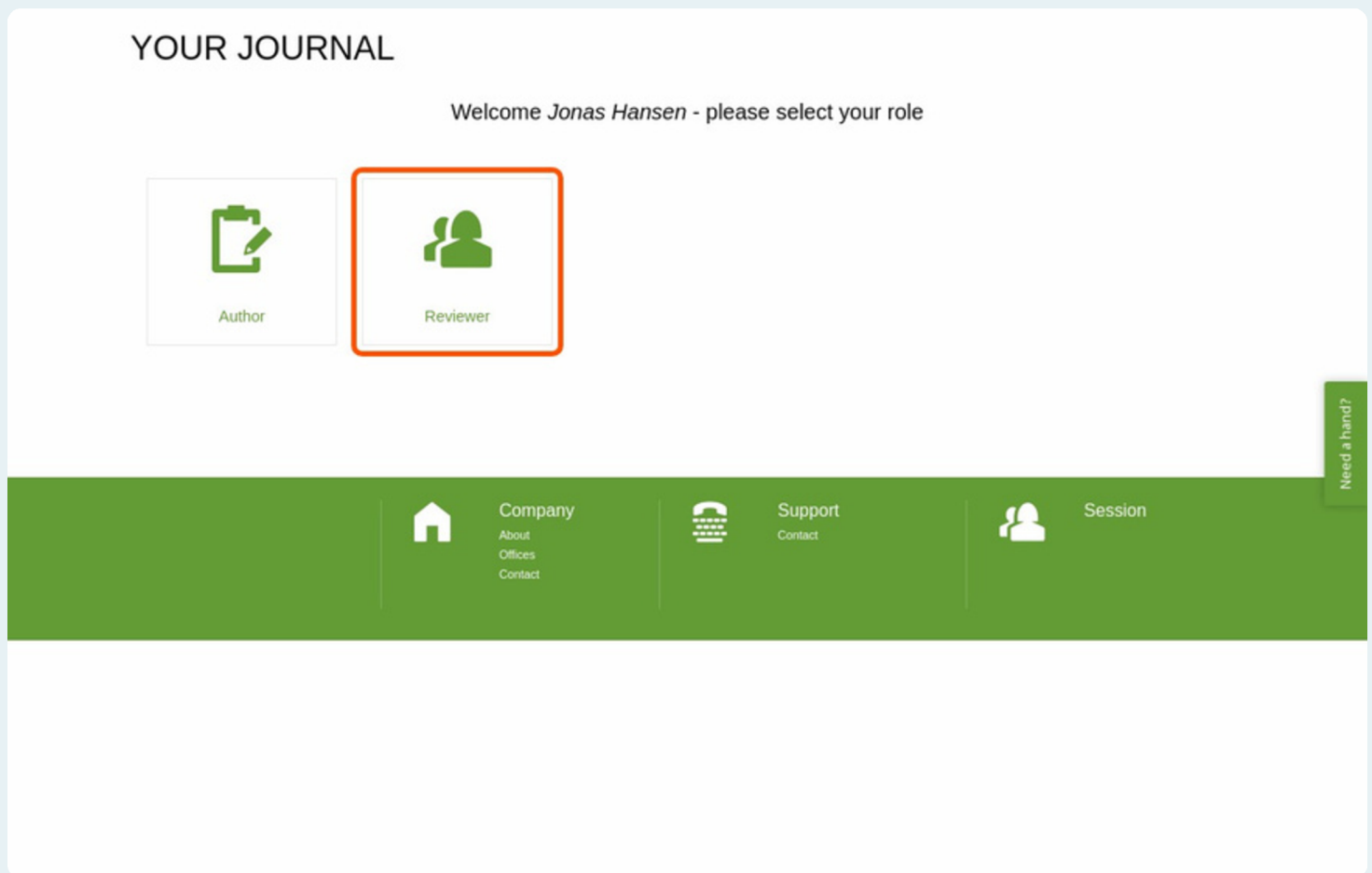
Reviewer delivers a review

Reviewer submits an evaluation

After receiving the invitation to review a manuscript, reviewers either click the link in the invitation or log in and select the 'reviewer' role from the roles page to proceed to review.

Reviewer

Clicking the reviewer role leads to the reviewer dashboard



Reviewer dashboard

At the Reviewer dashboard, reviewers have an overview of their activity.

Here reviewers can update their contact, affiliation and expertise details, as well as access the manuscripts they either have reviewed or are due to review.

Manuscripts ready to review

Manuscripts which are ready to review appear listed here.

Simply click the text to open.

YOUR JOURNAL

Jonas Hansen as Reviewer [CHANGE ROLE]

DASHBOARD

PROFILE

[SIGN OUT]

Reviewer dashboard

1 manuscript you have agreed to review



1 completed review (get acknowledgement for your reviews)



Your contact and affiliation details:

Dr Jonas Hansen

Dept: Medical Department

Institution: Medical Hospital

Street: Aarhus Gade

Town: Copenhagen

Zip code: 555

Country: Denmark

Email: jonas.hansen@lpu.dkz

Alt email:

Tel:

Fax:

Web:

Update details

Your expertise profile:

Specific areas of expertise:

Blood loss, Protocols, MRI, Urology

Keywords:

Cruciate ligament, Head, Heart, Knee, Lower Limb, Nerve, Organs, Pancreas, Patella, Renal Failure, Shoulder, Stirrup bone, Upper Limb

Update expertise

Need a hand?

Click to continue

The box opens revealing manuscript reference number, title, authors, submission date, etc.

Click to 'Continue review'

The screenshot shows a web interface for a reviewer. At the top, it says "YOUR JOURNAL". Below that, there's a navigation bar with "Jonas Hansen as Reviewer [CHANGE ROLE]", "DASHBOARD", "PROFILE", and "[SIGN OUT]". The main section is titled "Reviewer dashboard". It features a summary of "1 manuscript you have agreed to review" with a minus sign icon. The manuscript details are: Manuscript ID: DEMO-2016-1 - (1), TIMING OF SURGICAL TREATMENT MODALITIES IN CHILDREN WITH CHRONIC BACK PAIN, Type: Original Article, Authors: Michael Kelly (Author), Submitted: 2018-11-27. A green "Continue review" button is highlighted with a red box. Below this, there's a section for "1 completed review (get acknowledgement for your reviews)" with a plus sign icon. At the bottom, there are two columns: "Your contact and affiliation details:" listing Dr Jonas Hansen's information (Dept: Medical Department, Institution: Medical Hospital, Street: Aarhus Gade, Town: Copenhagen, Zip code: 555, Country: Denmark, Email: jonas.hansen@lpu.dkz, Alt email: , Tel:) and "Your expertise profile:" listing specific areas of expertise (Blood loss, Protocols, MRI, Urology) and keywords (Cruciate ligament, Head, Heart, Knee, Lower Limb, Nerve, Organs, Pancreas, Patella, Renal Failure, Shoulder, Stirrup bone, Upper Limb). An "Update expertise" button is located at the bottom right of the expertise section. A vertical green button labeled "Need a hand?" is on the right side of the dashboard.

Journal guidelines

The journal specific guidelines for reviewers then open and should be read before continuing.

Then the reviewer should scroll to the bottom of the page...

Guidelines

...to check the box to acknowledge that the guidelines have been read.

General guidelines:

A manuscript is a confidential document. Do not cite the paper or disclose information before it has been published. Do not discuss the paper with the author.

Your review will help us to make a decision, and provide the authors with constructive criticism for further improvement.

When constructing your suggestions, please distinguish between essential and desirable revisions, and do not express them as conditions of acceptance.

Important topics to be considered during your review are:

- Within the journal's scope.
- Importance (clinical or otherwise) of the work.
- Originality of the study.
- Appropriateness of approach or study design.
- Soundness of conclusions and interpretation.
- Relevancy of discussion.
- Clarity of writing and soundness of organization of the paper.
- References up to date and relevant.
- Figures and tables.

Check this box to confirm you have read these guidelines.

Continue to next section

Need a hand?



Company

About
Offices
Contact



Support

ASK A QUESTION



Session

Jonas Hansen
Role: Reviewer
[Sign out]

Manuscript documents

This brings the reviewer to the manuscript documents page

YOUR JOURNAL

Jonas Hansen as Reviewer [CHANGE ROLE]

DASHBOARD

PROFILE

[SIGN OUT]



Guidelines



Documents



Evaluation



Mark ups



Send

Review documents

The PDF review document should contain the material required for your evaluation. The original files in the submitted files section may also be available if for example, figures need to be evaluated at a higher resolution.

ID: DEMO-2016-1 - (1)

Title: TIMING OF SURGICAL TREATMENT MODALITIES IN CHILDREN WITH CHRONIC BACK PAIN

Type: Original Article

Authors: Michael Kelly (Author)

PDF review document

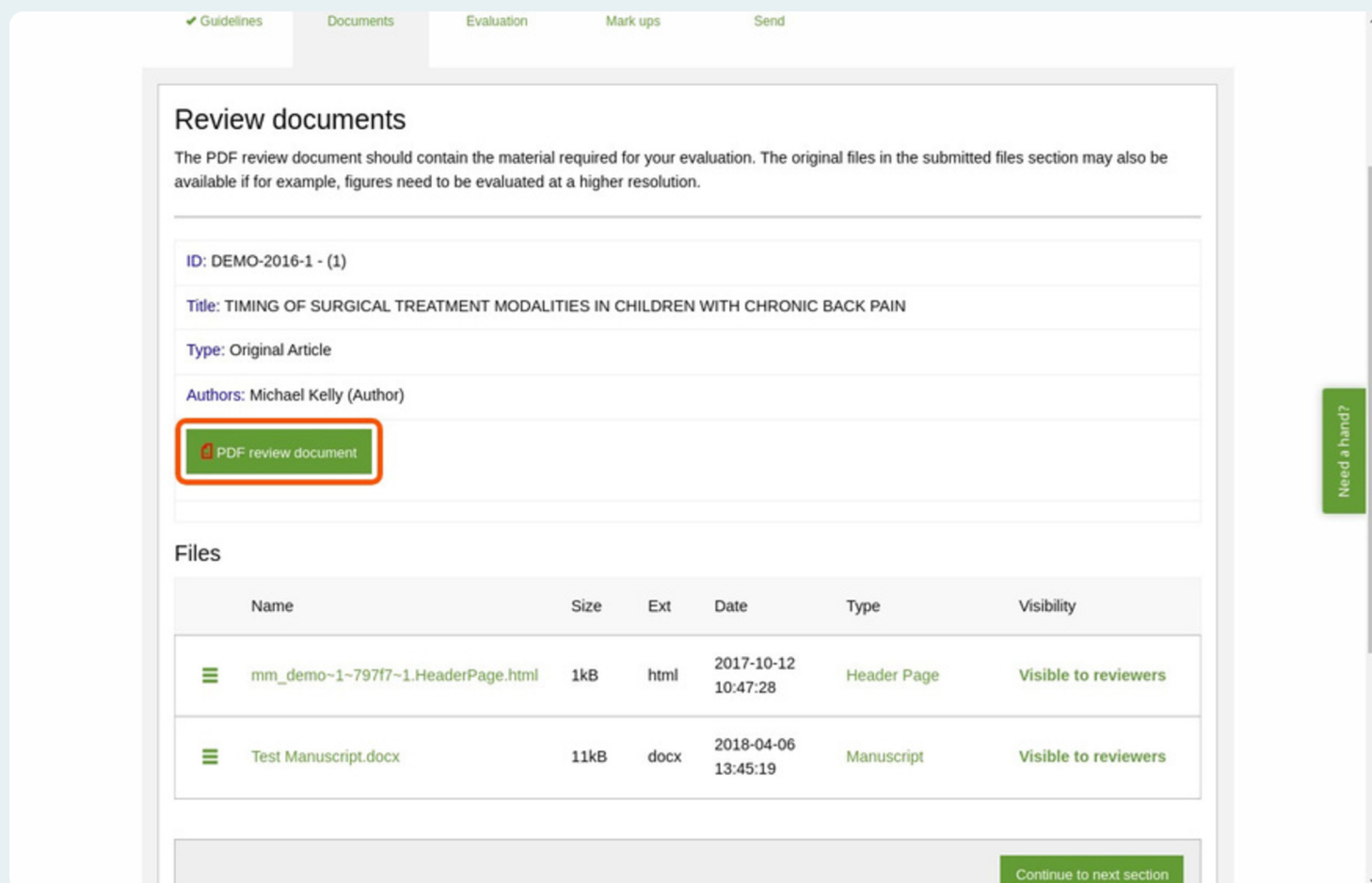
Files

Name	Size	Ext	Date	Type	Visibility
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Need a hand?

Review manuscript documents

On the documents page, the reviewer can click to view a collated PDF of the manuscript.





The screenshot shows a web interface for reviewing manuscript documents. At the top, there are navigation tabs: Guidelines, Documents (selected), Evaluation, Mark ups, and Send. The main content area is titled "Review documents" and includes a brief instruction: "The PDF review document should contain the material required for your evaluation. The original files in the submitted files section may also be available if for example, figures need to be evaluated at a higher resolution."

Below the instruction, the document details are displayed in a series of rows:

- ID: DEMO-2016-1 - (1)
- Title: TIMING OF SURGICAL TREATMENT MODALITIES IN CHILDREN WITH CHRONIC BACK PAIN
- Type: Original Article
- Authors: Michael Kelly (Author)

A button labeled "PDF review document" is highlighted with a red box. To the right of the main content area, there is a vertical green button labeled "Need a hand?".

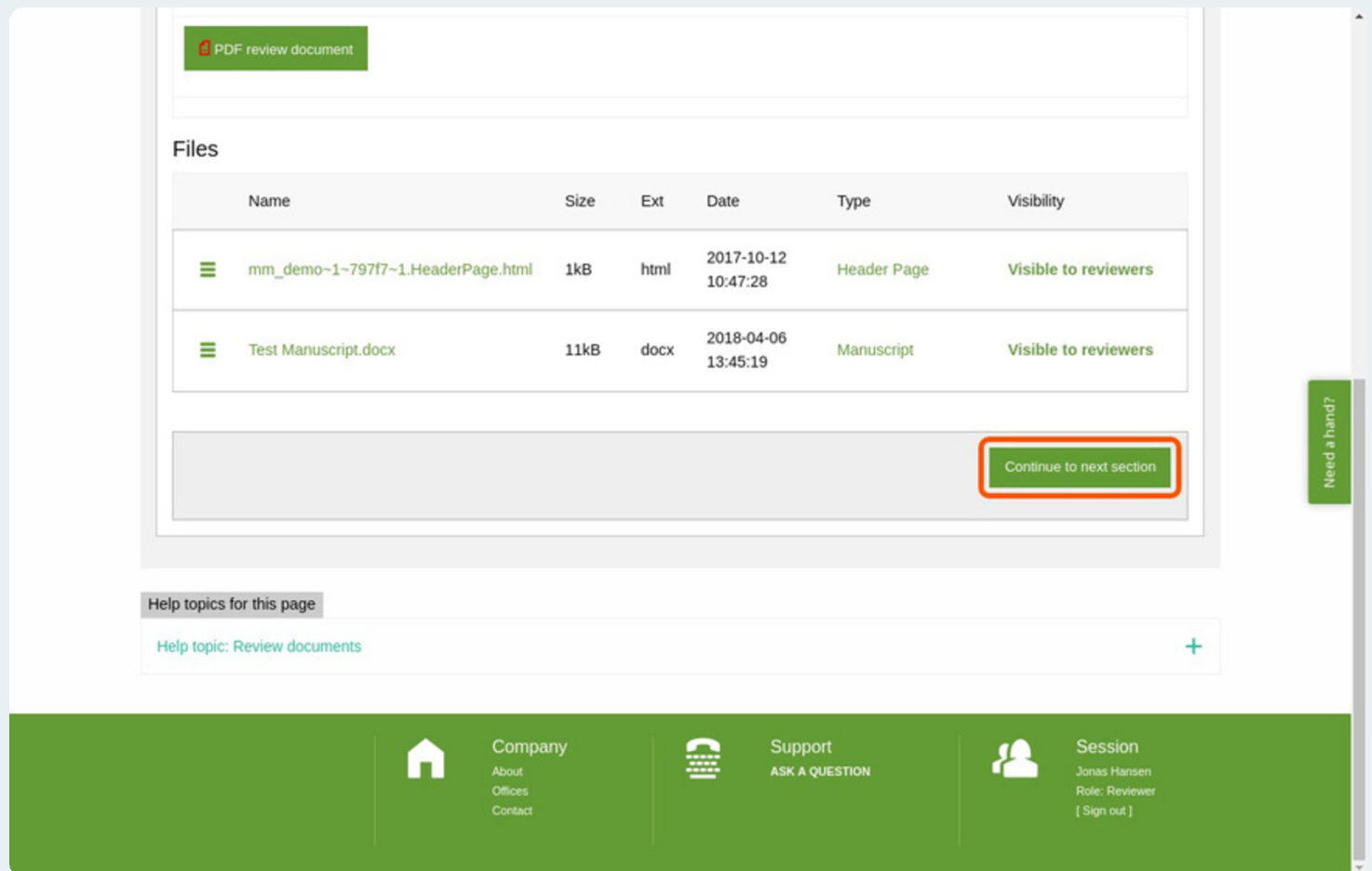
Below the document details, there is a section titled "Files" containing a table with the following data:

Name	Size	Ext	Date	Type	Visibility
 mm_demo~1~797f7~1.HeaderPage.html	1kB	html	2017-10-12 10:47:28	Header Page	Visible to reviewers
 Test Manuscript.docx	11kB	docx	2018-04-06 13:45:19	Manuscript	Visible to reviewers



At the bottom right of the interface, there is a green button labeled "Continue to next section".

After reading the manuscript....

the reviewer returns ready to enter their evaluation in the next step.



The screenshot displays a web interface for a reviewer. At the top, there is a green button labeled "PDF review document". Below this is a section titled "Files" containing a table with the following data:

Name	Size	Ext	Date	Type	Visibility
 mm_demo-1-797f7-1.HeaderPage.html	1kB	html	2017-10-12 10:47:28	Header Page	Visible to reviewers
 Test Manuscript.docx	11kB	docx	2018-04-06 13:45:19	Manuscript	Visible to reviewers

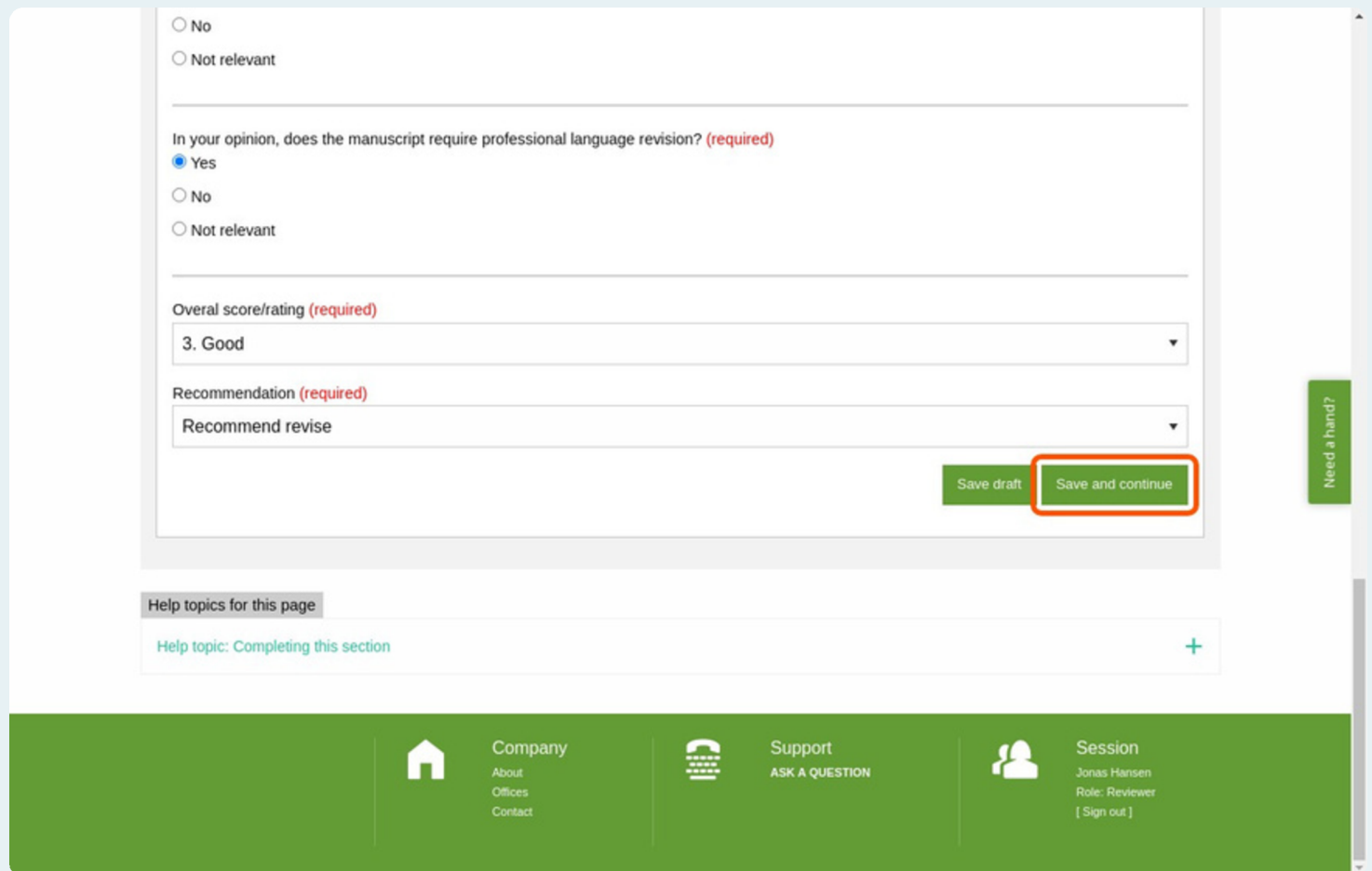
Below the table is a large grey button labeled "Continue to next section", which is highlighted with a red border. To the right of the main content area is a vertical green button labeled "Need a hand?". At the bottom of the page, there is a green footer bar with three sections: "Company" (with a home icon and links for "About", "Offices", "Contact"), "Support" (with a headset icon and a link "ASK A QUESTION"), and "Session" (with a user icon and text "Jonas Hansen", "Role: Reviewer", and "[Sign out]").

The evaluation

On the evaluation page, comments can be made to authors/editors and journal-specific questions can be answered.

Save and continue

A draft can be saved, or, when complete, the reviewer can click to save and continue.



The screenshot shows a review form with the following elements:

- Radio buttons for "No" and "Not relevant".
- A question: "In your opinion, does the manuscript require professional language revision? (required)".
- Radio buttons for "Yes" (selected), "No", and "Not relevant".
- A dropdown menu for "Overall score/rating (required)" with the value "3. Good".
- A dropdown menu for "Recommendation (required)" with the value "Recommend revise".
- Two buttons: "Save draft" and "Save and continue" (highlighted with a red box).
- A vertical button on the right side labeled "Need a hand?".
- A "Help topics for this page" section with a link to "Help topic: Completing this section".
- A green footer bar with navigation links: "Company" (About, Offices, Contact), "Support" (ASK A QUESTION), and "Session" (Jonas Hansen, Role: Reviewer, [Sign out]).

The Mark-ups page....

...allows reviewers the option to upload corrected manuscript documents.

(This feature can be turned on / off / made optional according to the individual journal)

To submit review

Next the reviewer would click 'Send.'

YOUR JOURNAL

Jonas Hansen as Reviewer [CHANGE ROLE] DASHBOARD PROFILE [SIGN OUT]

✓ Guidelines Documents ✓ Evaluation Mark ups Send

Optional marked up review documents

You can **optionally** upload a marked-up document with corrections or track changes for the author. Remember to hide the authorship of your document if you wish to remain anonymous.

Marked up documents for authors

Add a marked-up review document for the authors +

Help topics for this page

[Help topic: Anonymising your marked-up documents](#) +

Need a hand?

Send

When the review is complete, it can be submitted with the click of a button!

The screenshot displays a user interface for a reviewer. At the top, the user is identified as 'Jonas Hansen as Reviewer' with a '[CHANGE ROLE]' link. Navigation links for 'DASHBOARD', 'PROFILE', and '[SIGN OUT]' are visible. A horizontal menu contains five items: 'Guidelines', 'Documents', 'Evaluation', 'Mark ups', and 'Send'. The 'Send' item is highlighted with a grey background. Below this menu, a large white box titled 'Send' contains the text 'Review completed' and 'You have completed all sections. You can now submit your review.' A green button labeled 'Submit your review' is highlighted with a red border. To the right of this box is a vertical green button labeled 'Need a hand?'. Below the main content area, a 'Help topics for this page' section lists 'Help topic: Completing your evaluation' with a plus sign. The bottom of the page features a green footer with three columns: 'Company' (About, Offices, Contact), 'Support' (ASK A QUESTION), and 'Session' (Jonas Hansen, Role: Reviewer, [Sign out]).

Review completed

The review is sent to the editorial office and the reviewer is returned to the dashboard.