

ScholarOne
Manuscript Central
Reviewer Guide

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System Requirements

Adobe Reader

As a Reviewer using Manuscript Central, you will need to have the Adobe Reader software installed on your computer.

This is free software that allows you to view Portable Document Format (PDF) files. Manuscript Central will convert all author-supplied files into PDF and HTML format.

If you do not have Adobe Acrobat, you can download it for free at:
<http://www.adobe.com/products/acrobat/readstep2.html>

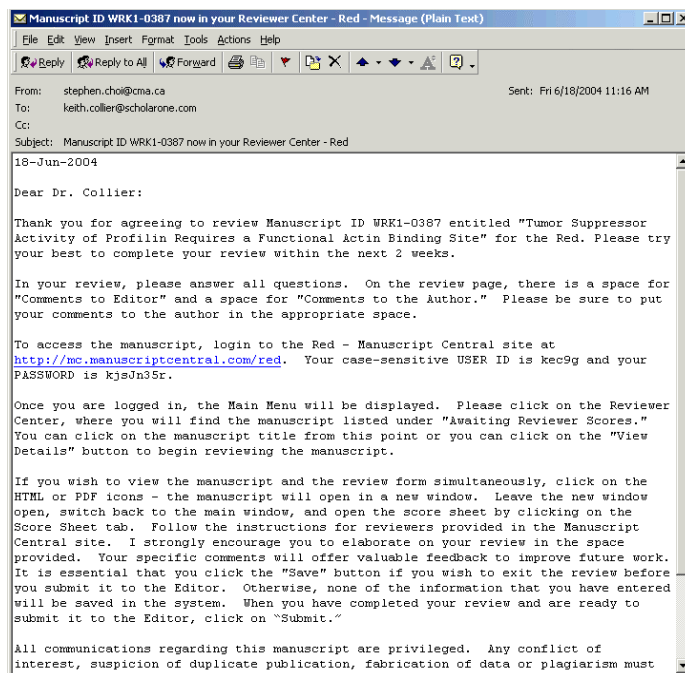
Supported Browsers

This Manuscript Central web site has been optimized for Microsoft Internet Explorer 5.x and Netscape 7.x and above. ScholarOne is currently working to make Manuscript Central compatible with Safari.

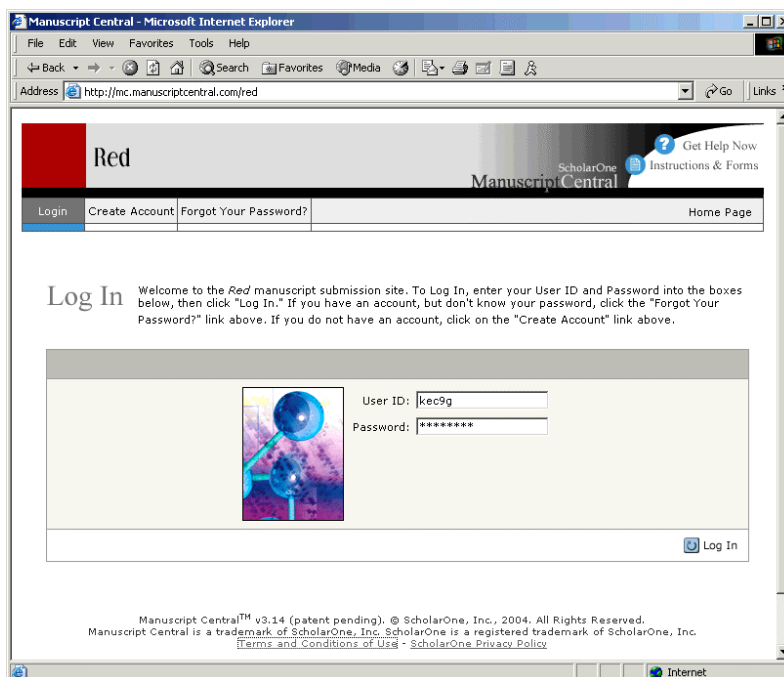
STEP 1: Logging In

If you have been invited to review a paper, you already have an account on the Journal's Manuscript Central site. Once you have agreed to review and the journal has assigned the manuscript to you, you will receive an additional email with details on how to access the manuscript for review (shown below). In addition to instructions for reviewing the manuscript, this email should contain the following information:

- *The Journal URL*
- *Your User ID*
- *Your Password*

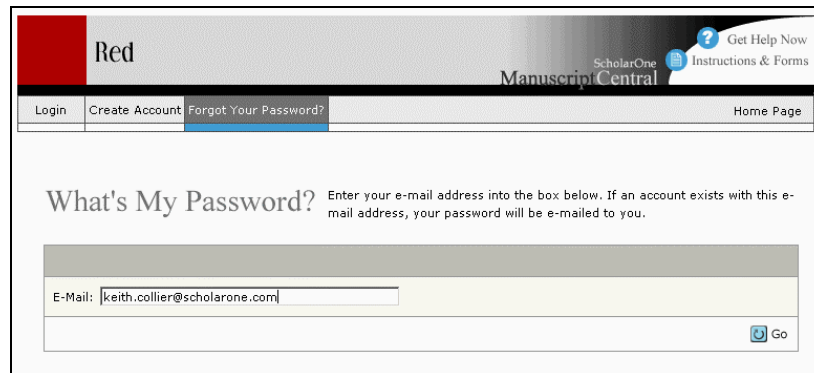


To login to Manuscript Central, open your web browser, go to the Journal URL, and input your User ID & Password (shown below). Click on the Log In button.



Forgot Password?

If you don't know your User ID or Password, click on the Forgot Password? link in the menu bar. You will be prompted to type in your email address and select Go (shown below). Your User ID & Password will be emailed to you immediately. If you do not receive an email within a few minutes or have any problems logging into Manuscript Central, please call support at 434-817-2040 x167.



The screenshot shows the Manuscript Central website interface. At the top left is the 'Red' logo. To the right is the 'ScholarOne Manuscript Central' logo and a 'Get Help Now' link with a question mark icon. Below the logo is a navigation menu with links for 'Login', 'Create Account', 'Forgot Your Password?' (which is highlighted), and 'Home Page'. The main content area is titled 'What's My Password?' and includes the instruction: 'Enter your e-mail address into the box below. If an account exists with this e-mail address, your password will be e-mailed to you.' Below this is a text input field containing the email address 'keith.collier@scholarone.com'. To the right of the input field is a 'Go' button with a magnifying glass icon.

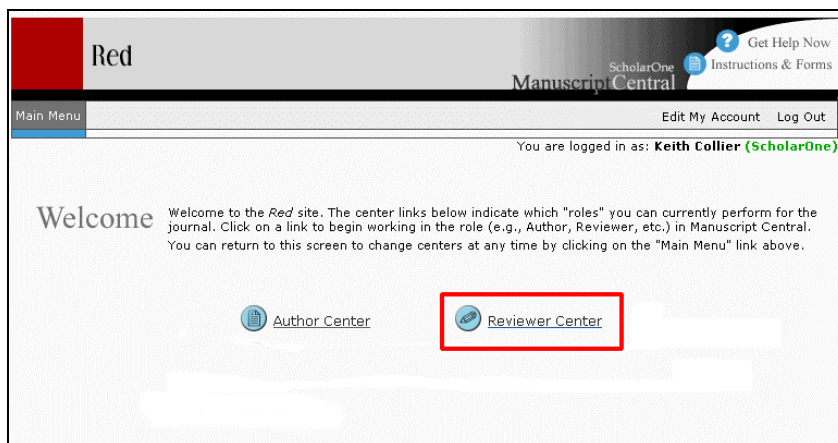
NOTE: When you login for the first time, **you may be prompted to fill in the remaining required fields** for your account. Simply go through the "Edit My Account" Screens, fill in the remaining required fields, and click on the *Finish* button on the last screen.

Change User ID/Password & Account Information

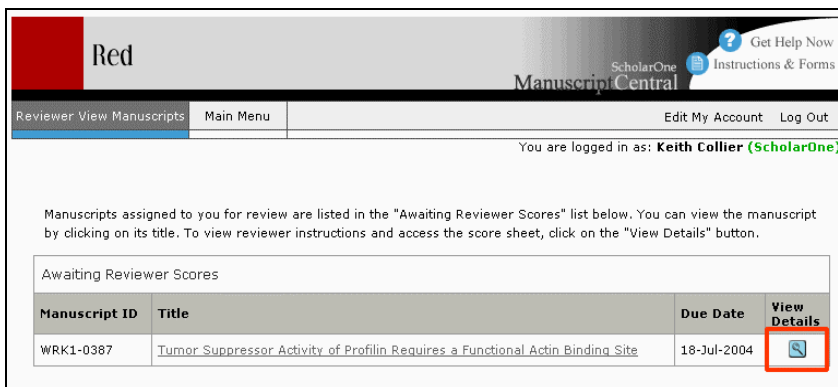
You can click on the *Edit My Account* link in the right side of the menu bar once you have logged in to change your User ID, Password, or other account information.

STEP 2: Accessing the Manuscript Information

Once you are logged into Manuscript Central, you will need to click on the "Reviewer Center" to access the manuscript for you to review (shown below).



Once in the Reviewer Center, the manuscript assigned to you will be under the heading "Awaiting Review Scores." To access the details of the manuscript and the score sheet to fill out, click on the *View Details* link (shown below).



Clicking on *View Details* will take you to a screen containing three tabs (shown below). From here you can access links to all the manuscript files, details about the manuscript submission, and the score sheet that you need to complete and submit to the journal.

Review a Manuscript

Instructions

Details

Score Sheet

Title: Tumor Suppressor Activity of Profilin Requires a Functional Actin Binding Site

Manuscript ID: WRK1-0387

Authors: Kumanyika, Sarita (contact); Corey, Kathy

Date Submitted 20-Apr-2004 (Last Updated: 04-Jun-2004)

Total Time in Review: 59 days

Status:
• Awaiting Reviewer Assignment
• Awaiting Reviewer Scores

HTML PDF Reduced Res PDF Full Res Original Files Abstract External Searches

INSTRUCTIONS TO REVIEWERS

Viewing Manuscript - There are two ways for you to view the manuscript assigned to you:

- Download to a printer.
- Read directly from your screen: If you wish to view the manuscript and the review form simultaneously, click on the manuscript title; it will open in a new window. Leave the new window open, switch back to the main window, and open the score sheet.

Score sheet - Please respond to all fields.

- Comments to Editor - Use this space to transfer to the Editor the basis for your recommendation for acceptance or rejection. These comments will NOT be conveyed to the author.
- Special Symbols - As with other plain text transmissions, such as e-mail, your use of special symbols is restricted. Please use symbols that are found on your keyboard and plain text notations, such as (^) for superscript. For example, you will not be able to use the symbols for Greek letters. You will need to spell these out (e.g. needs to be denoted with mu). If you will be repeatedly using a Greek letter, you can re-define the symbol (e.g. G = gamma) at the beginning of the section in which you will be using it.
- Submitting your review - It is essential that you first click the "Save as Draft" button located beneath the review. Otherwise, none of the information that you have entered will be saved in the system. You may also save the review as a file on your own computer using the cut-and-paste option. You MUST click on the "Submit" button to finalize your review.
- Attaching Files - You can attach files at the bottom of the score sheet. Please only use this feature for additional information you might find useful for the Editor and/or the Author and be sure you always complete the score sheet. Do not forget to click Attach after you have browsed for the correct file(s).

STEP 3: Reviewing the Manuscript

As a reviewer, you have several options and tools for reviewing the manuscript. From any of the tabs on the screen, you will see links to view the Proofs in the following formats:

Instructions | Details | Score Sheet

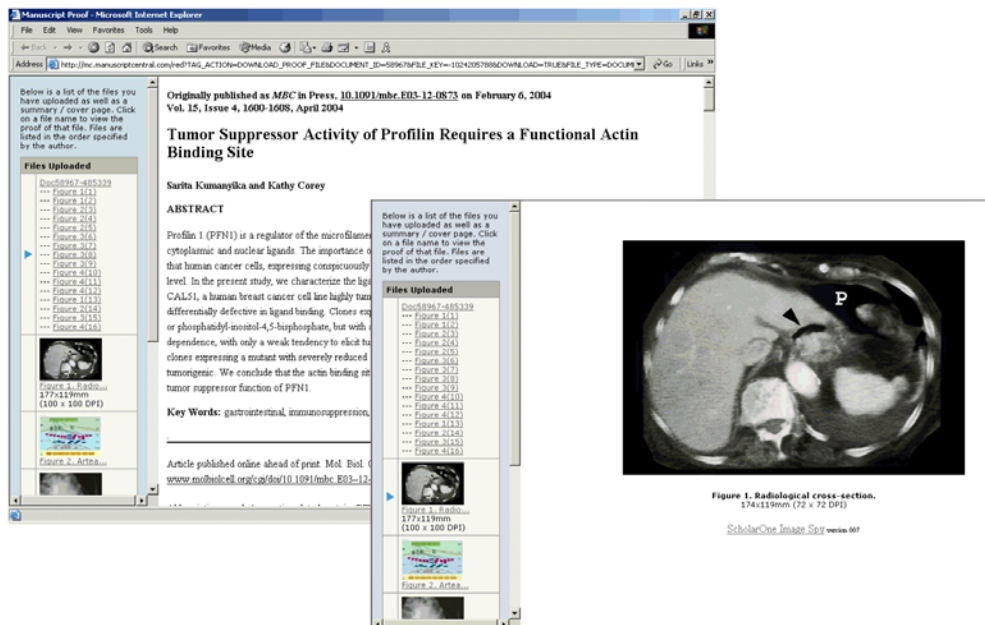
Title: Tumor Suppressor Activity of Profilin Requires a Functional Actin Binding Site
Manuscript ID: WRK1-0387
Authors: Kumanyika, Sarita (contact); Corey, Kathy
Date Submitted 20-Apr-2004 (Last Updated: 04-Jun-2004)
Total Time in Review: 59 days

Status: ● Awaiting Reviewer Assignment
● Awaiting Reviewer Scores

HTML PDF Reduced Res PDF Full Res Original Files Abstract External Searches

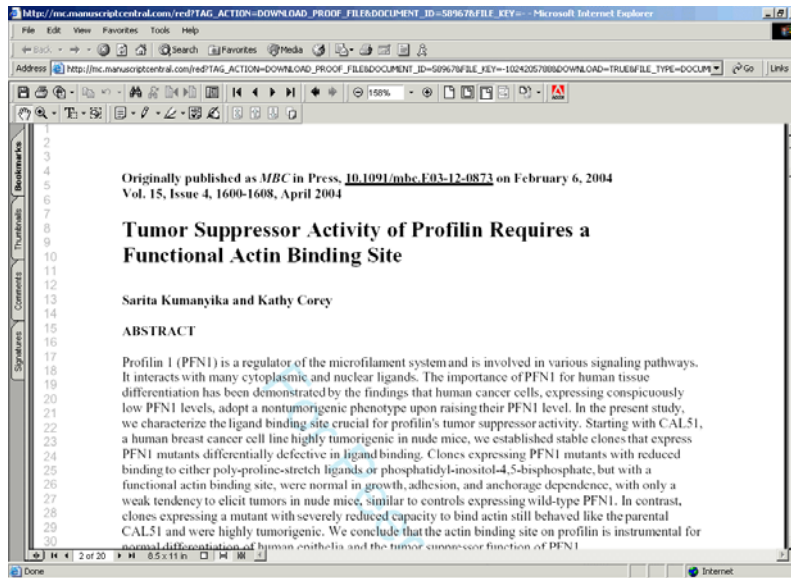
- **HTML**

Ideal for reviewing the manuscript files online; the HTML view allows you to view images up close using the ScholarOne Image Spy tool. It also allows automatic linking to external databases such as PubMed.

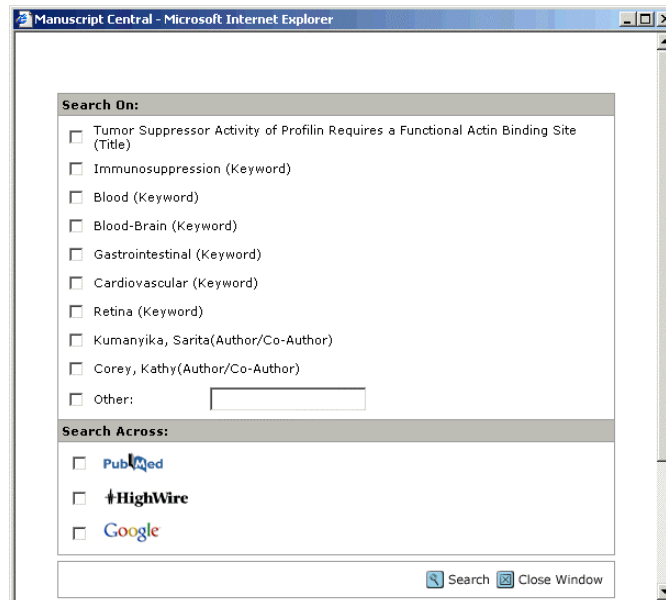


- **PDF (Reduced Resolution & Full Resolution)**

Both PDF options are ideal for printing or downloading the manuscript to your hard drive for review. The only difference is the Full Resolution files contains better graphics, but is a larger file size. You need to have Adobe Reader to view the PDF files.



- **Original Files (this is optional for journals)**
Some journals allow reviewers access to the original files uploaded by the author (e.g., Word files)
- **Abstract**
Will display just the manuscript abstract.
- **External Searches**
Allows you to search external databases such as Pub Med, HighWire, and Google for the author, title, keywords and more.



STEP 4: Scoring & Submitting Your Review

When you are ready to score the manuscript and input your comments to both the Editor and Author, go to the tab labeled "**Score Sheet.**" From this screen, you fill in the journal's recommendation form, input your comments to the author and/or editor and upload any files to be submitted with your review (shown below).

You can always save your comments/scores and return to finish the review at a later time by clicking on the *Save As Draft* link at the bottom of the score sheet.

NOTE: Save Your Work Often. If you plan on working in this screen for long periods, it is recommended that you save your work periodically. Manuscript Central has an automated time-out feature that will log you out if you are on the same screen for over 45 minutes. Saving your work will notify the system you are still working and will also prevent you from losing your work in the case of an automatic time-out.

Review a Manuscript

Instructions Details **Score Sheet**

Title: Tumor Suppressor Activity of Profilin Requires a Functional Actin Binding Site	Status: Awaiting Reviewer Assignment
Manuscript ID: WRK1-0387	Awaiting Reviewer Scores
Authors: Kumanyika, Sarita (contact); Corey, Kathy	
Date Submitted 20-Apr-2004 (Last Updated: 04-Jun-2004)	

Total Time in Review: 59 days

HTML PDF Reduced Res PDF Full Res Original Files Abstract External Searches

Recommendation

Accept

Major Revision

Minor Revision

Reject

Reject & Resubmit

Reject (Appeal Allowed)

Would you like to review a revision of this manuscript?

Yes

No

Comments

Confidential Comments to the Associate Editor

Comments to the Author

Attach a File

Attach

File Name	File For	Remove
No files have been uploaded.		

Save as Draft Submit

When you are ready to submit your review, simply click on the *Submit* link at the bottom of the screen.

Support Information

If you have any problems, please visit our support website or call us:

- <http://mcv3support.custhelp.com>
- Telephone: +1-434-817-2040 x 167 Hours M-F (3:30am – 5:30pm EST)