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TUTORIAL FOR REVIEWERS

Version 2.0

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Software requirements

As a Reviewer using Elsevier Editorial System, you must have Adobe® Reader® installed on your system.
This is free software for viewing and printing Portable Document Format files (PDF) on major hardware and operating systems

If you do not have this software installed on your system, you can download the free Adobe Acrobat Reader by simply clicking on the following link

http://www.adobe.com/products/acrobat/readstep2.html

If you experience difficulty installing or utilizing this software, you should contact your IT department for assistance

Adobe also offers a help database for their free Reader at this address:

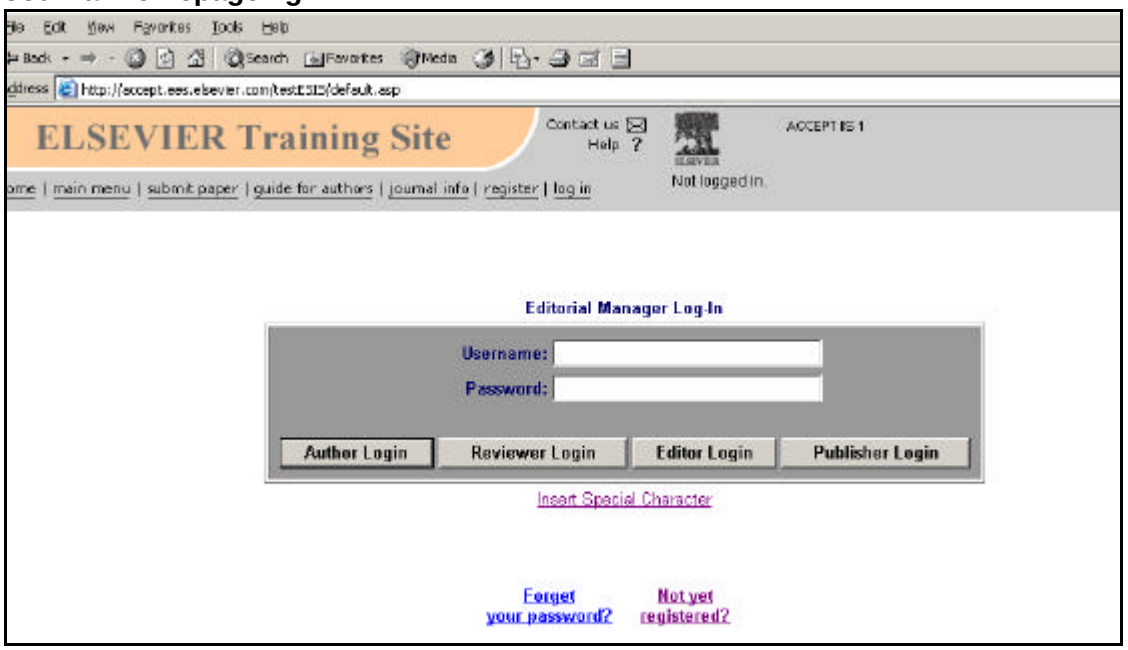
http://www.adobe.com/support/products/acrreader.html

Registering

General Information

- All first time users are required to Register in the system
- The Journal Office may have pre registered your details in the system, if so they will inform you by e mail
- Once you register, you will receive an e mail with your user name & password, which enables you to access the system
- Registering should be completed in less than 5 minutes

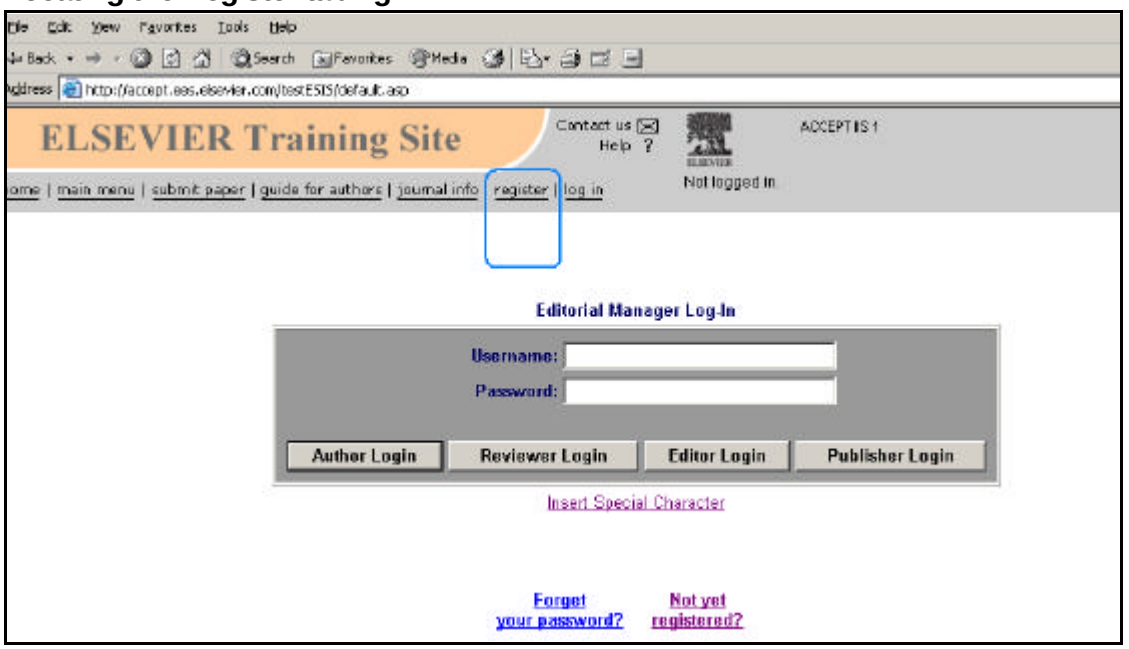
Journal Homepage fig 1.1



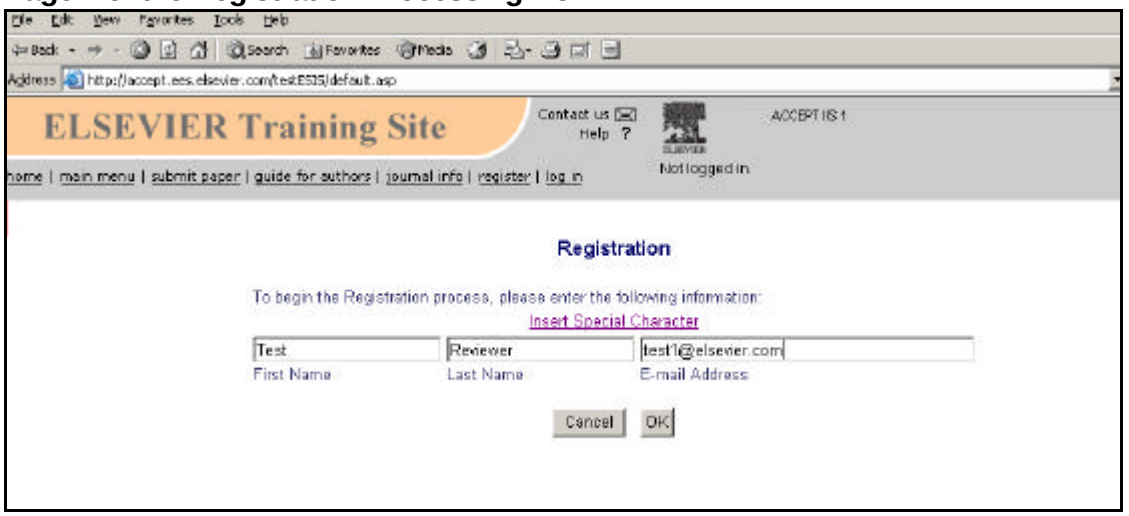
How to Register Yourself

1. Access the Journal site (the Journal Homepage *fig 1.1*)
2. Click on the Register tab (located at the top of the Journal homepage fig 1.2)
3. Enter your first name, second name & e mail address & click ok (fig 1.3) this will automatically bring you to page 2 of the process
4. Please continue to enter your contact details
5. Certain information is mandatory, clearly marked with a red asterisk (*)
6. You must enter all mandatory information to complete the process
7. Please indicate if you are available as a reviewer for this Journal
8. Click 'Select Classifications' to identify your areas of expertise, and select the 'submit' button
9. Now enter your preferred username (this is the username that enables you to access the system)
10. Click 'Continue ', to complete the process
11. Read & confirm your submitted details
12. Finally click 'Continue ', you have now completed the Registration Process
13. Check your e mail account, as your username & password have been sent to you
14. All emails you receive from the system thereafter will provide you with your username & password (thus you can have a record of this important information)

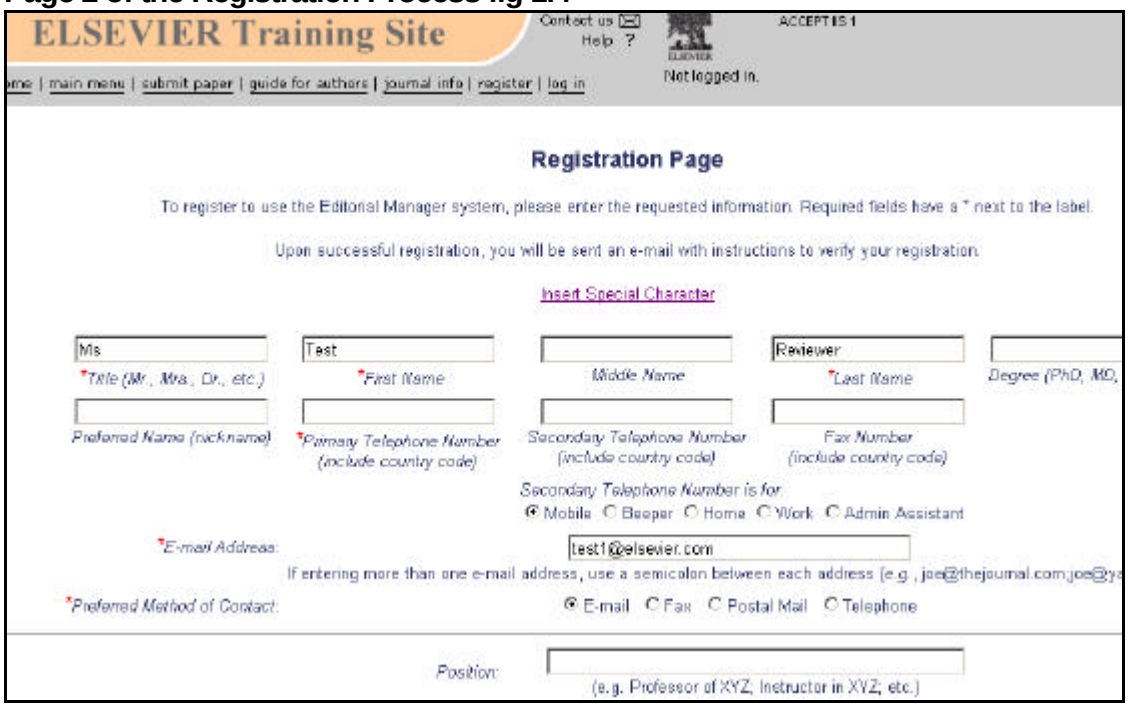
Locating the Register tab fig 1.2



Page 1 of the Registration Process fig 1.3

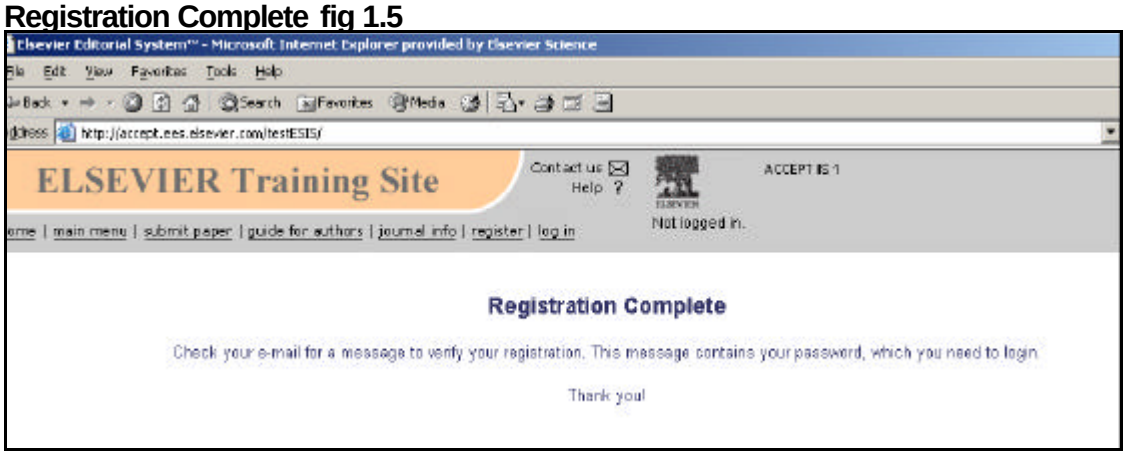


Page 2 of the Registration Process fig 1.4



Once you confirm your details, you will see the below confirmation (fig 1.5) that your Registration is complete
Your user name & password will e-mailed to you

Registration Complete fig 1.5



Check your e-mail Account

Now that you have registered your details, please access your e-mail account to obtain your username & password

Your username & password will be sent to the e-mail address that you have entered in during the registration process

Once you have received your username & password, you are now ready to log in & use the system

Logging In

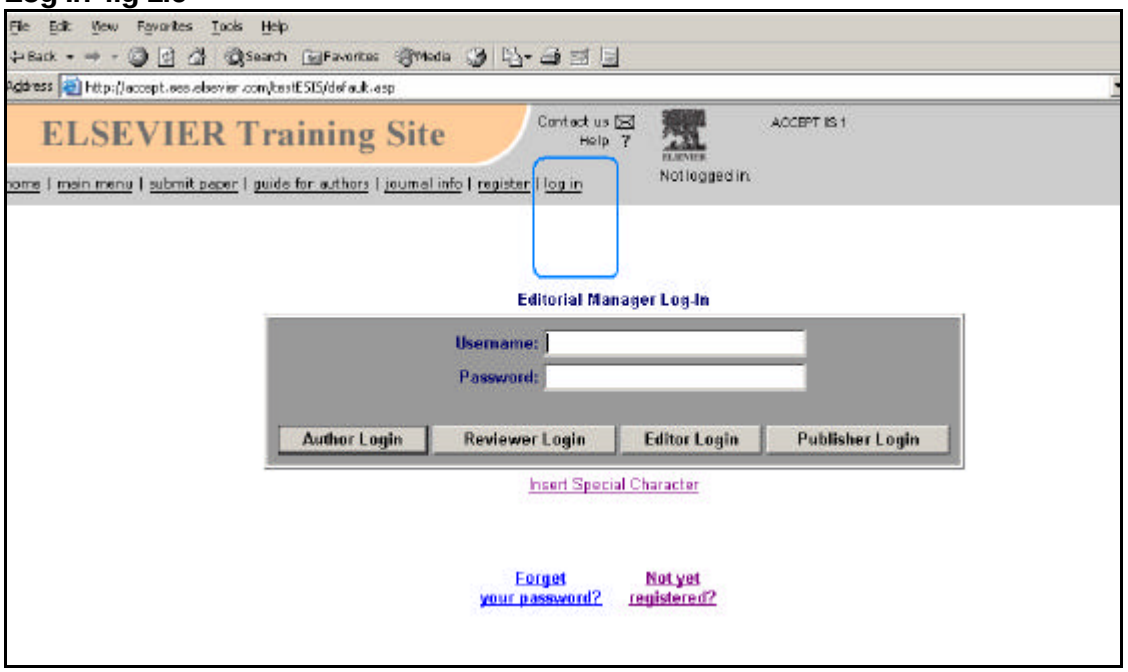
Now that you have your username & password (received by e mail), you can access the system

Go to the Journal homepage & click on Login at the top of the screen

Enter in your username & password & you must select the 'Reviewer Login'

This will bring you to your Reviewer Main Menu

Log In fig 1.6



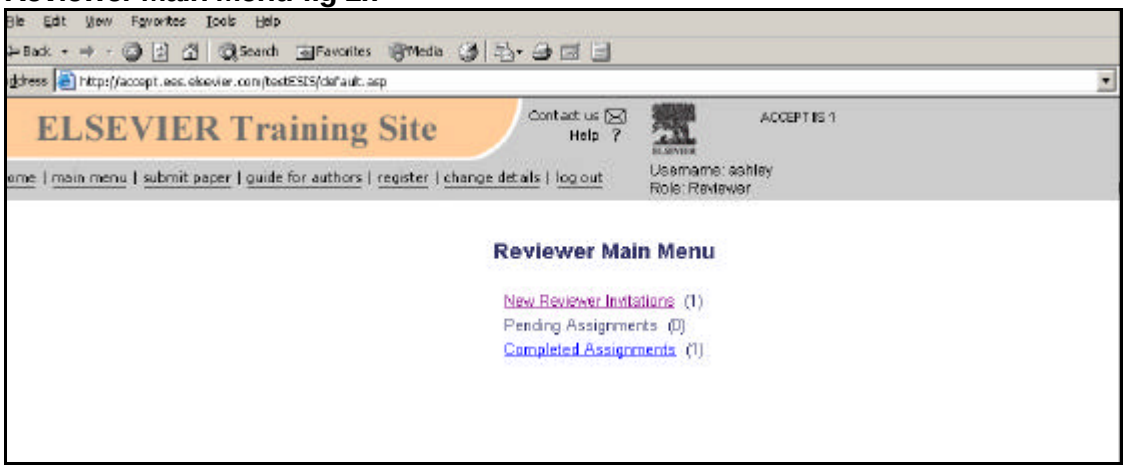
Change Username & Password fig 1.6

1. Log into the site with your user name & password
2. This will display the Reviewer Main Menu
3. Click on the 'Change Details'
4. Enter in your preferred username & password
5. Click on ' Update' once all details are entered
6. Your username & password are updated
7. You can change any of your contact details by repeating the process as above

Reviewer Main Menu

The reviewer is notified by e-mail when an Editor or Editorial Office chooses to invite him/her to review a submission
Using your username & password, please log in to the system to access the paper

Reviewer Main Menu fig 1.7



The reviewer Main Menu displays the following (fig 1.7):

1. New Reviewer Invitations, which you may decide to accept or decline
2. Pending Assignments, manuscripts which you are currently working on
3. Completed Assignments, manuscripts for which you have submitted a review report

Reviewer Invitations

Once you have downloaded the files for review, you may choose to accept or decline the invitation,
If you agree to review the manuscript, this task will now move to the 'Pending Assignments Menu'
The Journal Office will be notified of your response to the invitation

Reviewer Invitations fig 1.8

Agreeing to review the paper now gives you access to view the submission (see below)
You may also be able to view the history of the paper
If applicable you can also search for similar Articles in the Medline Database, by clicking the 'Search Articles in Medline' link
This will bring you to the Medline Database, where the search results will automatically appear in a new browser window

View Submission

You can now download the relevant files for your review by clicking on the 'View Submission ' link

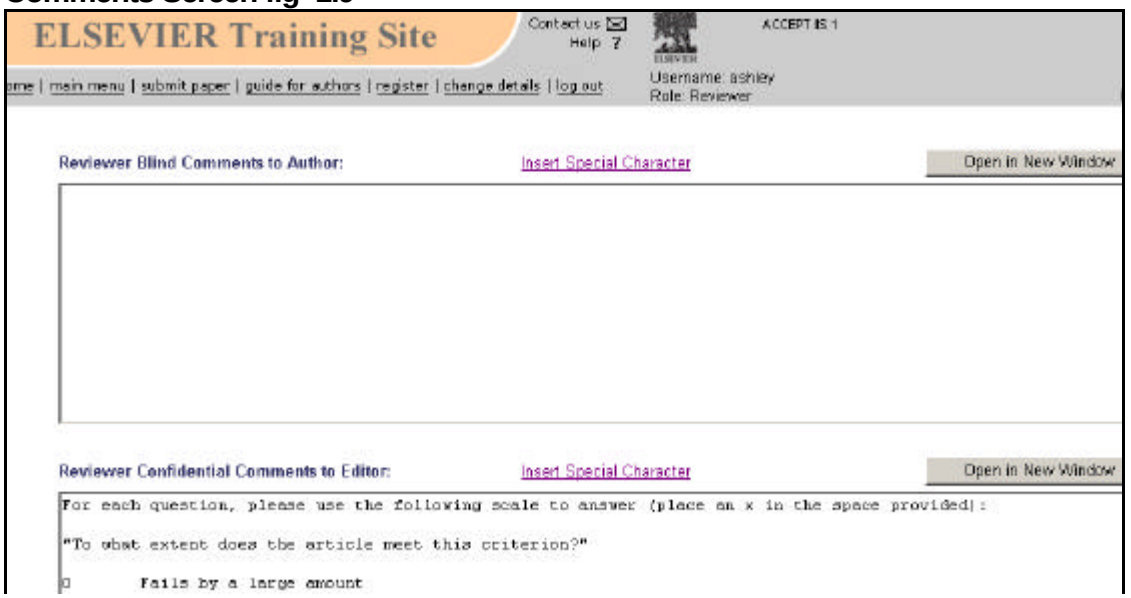
The submission will be displayed in PDF format

Once you have reviewed the files, you can now proceed to submit a recommendation, by clicking on the 'Submit a Recommendation' link

Submitting your review

When you are ready to submit your recommendation, click 'Submit Recommendation'. This will bring you to the 'Reviewer Recommendation and Comments' screen (see below).

Comments Screen fig 1.9



You may choose the recommendation term by clicking on the drop down list of terms beside 'Recommendation'
This will display the available various recommendation terms e.g. Accept, Decline, Reject etc

A numeric rating for the manuscript can be entered in the box next to 'Manuscript Rating (1-100)' if the journal requires this function
1 = a very low rating & 100 is a very high rating
Note: this may not be applicable to all Journals, thus it may not be displayed on the screen

The journal provides specific referee instructions on submitting a review – you can access these instructions by clicking 'Reviewer Instructions' (just above the comments fields)
We encourage reviewers to read these instructions before entering a decision

Recommendation Screen fig 2.0

At any time, you can save a draft copy of your work in progress, thus the system will save your inputted details, which you can access again by logging in to the system
To save a draft click on the 'Save & Submit later' link

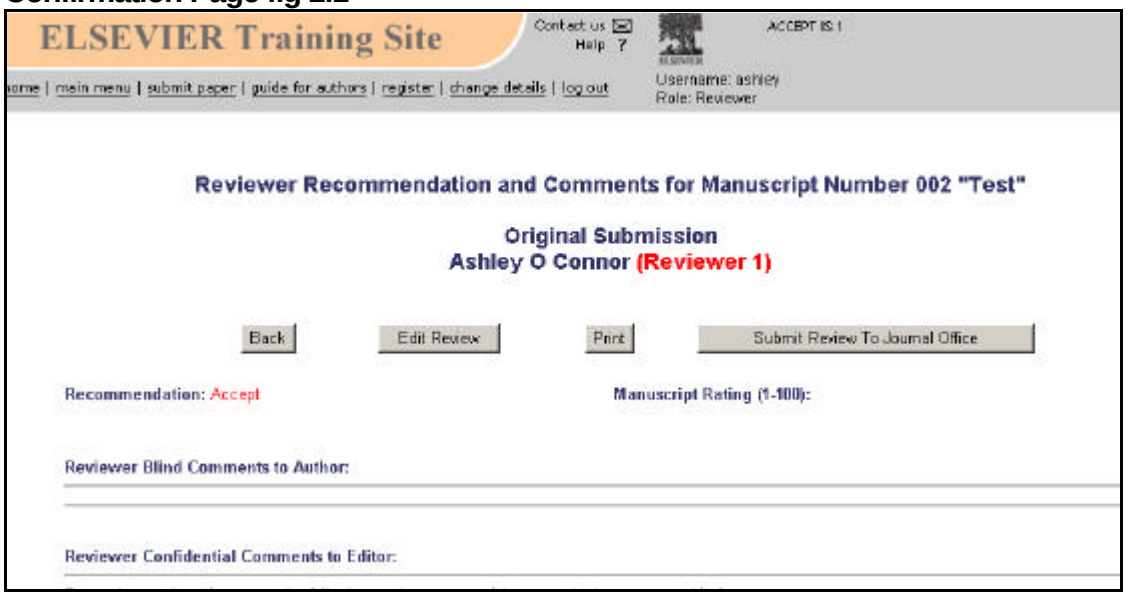
Reviewer Comments

This text box provides the reviewer the opportunity to enter in confidential comments to the author

You may key in comments in the first text box (blind comments to author) or copy and paste from MS Word (or similar) into the boxes provided. The confidential comments to Editor usually include a journal-specific review form

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. This provides you with a larger view of the review field. Clicking 'Proof and Print' will open a window containing all the review format information suitable for printing. Clicking 'Submit Now' will open a confirmation page (see below), reminding the referee of the information you is about to submit. If you need to make further edits, click 'Edit Review'. If you are satisfied with your review, click 'Submit Review to Journal Office'

Confirmation Page fig 2.1



Completing Your Review

Clicking 'Submit Now' will open a confirmation page (see below), reminding you of the information you are submitting. If you need to make further edits, click 'Edit Review'. If you are satisfied with your review, click 'Submit Review to Journal Office' (fig 2.1

A final confirmation is displayed; select ok to complete the review process