



Guidelines for Reviewers

“How to Respond to Invitations and Submit Comments using Editorial Manager”

Table of Contents

Introduction.....	2
Understanding your main menu.....	3
Responding to invitations	4
Submitting a recommendation	5
Help.....	6

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Introduction

This guide, developed by Wolters Kluwer Health, is intended to make your experience as a Reviewer using Editorial Manager (EM) as simple and straightforward as possible. What follows are some suggestions for simplifying your duties as a Reviewer while using the Editorial Manager online submission and review system.

This guide is designed to boil down the reviewer responsibilities into two main skill sets:

- Answering Invitations
- Submitting Recommendations

Understanding your main menu

There are three key folders in your account. You can think of them as a ‘filing cabinet’ containing all of your current and past assignments.

Example Review Assignments:

[New Reviewer Invitations](#) (1)

[Pending Assignments](#) (2)

[Completed Assignments](#) (8)

Key Folders that Manage your Work:

- a. [New Reviewer Invitations](#) – Click here to see new reviewer invitations. You may view the abstract, agree to take on the assignment, or decline to review.
- b. [Pending Assignments](#) – Click here to see all manuscripts you have agreed to review. You may view the due date, view the submission, search for similar articles in Medline, and submit a recommendation.
- c. [Completed Assignments](#) – Click here to see all of your past assignments. You may view your previous comments. The decision letter and other reviewer comments to the author may be available for your reference after the decision is reached.
 - o NOTE: It is up to the journal office’s discretion to grant access to these materials. Contact the journal office with any questions.

Responding to invitations

Invitations to review submissions will be sent to you via email. There are two ways to answer any invitation.

- **Accept or Decline by Logging into Editorial Manager** – You can answer every invitation by logging into Editorial Manager as a Reviewer and checking your [New Invitations](#) folder.
- **Accept or Decline from within Email Invitations** – When you receive an email invitation, you can view the abstract within the email and then respond immediately by clicking the links to Accept or Decline. These are embedded directly within the invitations.
 - NOTE: This is an optional feature configured at the discretion of the journal office. If you see the links but are unable to use them, please see the [HELP](#) section (below).

If you agree to write a review for the journal, you will automatically be sent an email that includes a due date for the review to be completed and detailed instructions for submitting your review.

- NOTE: Publications can indicate a publication policy for the number of days Reviewers are given to respond to an invitation to review a submission. Be aware that if you do not respond within the time allotted you may be automatically un-invited and will no longer have the submission available in your New Reviewer Invitations folder on your main menu.

Submitting a recommendation

Submissions you have agreed to review will be waiting in your [Pending Assignments](#) folder. First, click [View Submission](#) to view the submission in FDF format (for questions about FDF files, see the HELP section below). Once you've viewed the submission and are ready to complete your review, follow the steps below.

NOTE: If, after beginning a review, you would like to exit Editorial Manager and submit the review later, first save your changes by clicking **“Save and Submit Later”**. This will allow you to exit Editorial Manager without losing your work. If you exit Editorial Manager without saving, your work will be lost.

Steps to Follow:

1. Click [Submit Recommendation](#) to open the review form.
2. Click **“Reviewer Instructions”** to view instructions from the journal office.
3. Pick a recommendation term from the drop-down box at the top of the form.
4. Complete the Reviewer Rating Questions (if applicable).
 - NOTE: This step is journal-specific and may not appear on your review form.
5. Enter Blind Comments to the Author.
 - Comments entered in this box will be included in the decision letter that is sent to the author.
 - Do not include your name or any other revealing information about yourself.
 - Do not indicate your acceptance or rejection in these comments.
6. Enter Confidential Comments to the Editor.
 - Provide answers to the 'yes' or 'no' questions and include any frank comments to the editor that you wish to make.
 - Enter any message you'd like to send to the editorial office.
 - NOTE: These comments will NOT be shared with the authors or other reviewers.
7. Click **“Proceed”** to see a proof of the review.
8. Click **“Submit Review to Journal Office”** to send the review to the journal.

Help

Here are some common problems reported by reviewers. If you experience problems not addressed here, please contact your journal office for more information, or [Click Here to Search Online FAQ's](#).

5 Frequently Asked Questions from Reviewers Using Editorial Manager

Q: Why do PDF files download as FDF files in Editorial Manager?

A: An FDF extension guarantees that the file will open in Adobe Reader and not in a browser window, which is a less-stable PDF viewing environment. Different browsers may make files appear differently, while Adobe Reader ensures that the files can be opened and read as they were intended.

Q: Why can't I view the submission?

A: There are 2 common reasons why you may not be able to view a submission.

(1) Your temporary internet files need to be deleted.

Explanation:

When you surf the internet and open different files (music, pictures, PDFs), oftentimes these files get saved to your temporary internet files. It is possible to use up your temporary space. You will be unable to open large files until you delete the old files.

What to do:

Locate your temporary internet files and delete all online and offline files.

(If using Internet Explorer or similar program, go to your Tools menu, then click "Internet Options," then click "Delete Files," then place a checkmark beside "Delete Offline Content," then click OK!)

(2) Your computer may not be configured to read 'FDF' files.

Explanation:

FDF files are PDF files that can open in your web browser as separate windows. They do not interrupt Editorial Manager. They do not need to be downloaded to your computer for viewing. Your computer needs to be configured to read 'FDF' files in order to use Editorial Manager.

What to do:

In a Windows system, do the following:

Double click on My Computer

Click on Tools

Choose Options

Click on the tab for File Types

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Scroll down the list for the file extension FDF
Make sure FDF is set to open with Adobe Reader
Repeat these steps for PDF extensions

In a Macintosh system, do the following:
Launch Internet Explorer or Netscape
Click on Preferences
Choose File Helpers (in Explorer) or Applications (in Netscape)

In Explorer, look for the application Adobe Acrobat Reader and check that it has an entry for .FDF files under extension type.

If it does not, click Add and use these values:

Description – Acrobat Form Data Format

Extension - .FDF

Mime Type – application/vnd.FDF

File Type – FDF

In Netscape, click the icon for Portable Document Format and check that it has an entry for .FDF files under suffixes.

If it does not, add these values:

Description – Acrobat Form Data Format

Suffixes - .FDF

Mime Type – application/vnd.FDF

File Type – FDF

Q: Where did my review go?

A: When you are submitting a recommendation, Editorial Manager does not save your comments until you 1) complete the entire recommendation and send them to the journal office **or** 2) click “Save and Submit Later”.

If you exit Editorial Manager or close your web browser, or if your computer crashes while you are in the midst of working on your review, the review will be lost. It is highly recommended that you first write your comments in a word processing program such as MS Word, save them to your hard drive, then login to Editorial Manager to submit your review. You can copy and paste your review from an MS Word document straight into the Editorial Manager review form.

Q: Can I read the comments submitted by the other reviewer?

A: This is a journal-specific configuration. To determine if a journal has configured this capability: log in to EM, go to ‘Completed Assignments’ and click on ‘View Reviewer Comments’.

Q: I received an invitation to review by email but there is nothing in my ‘New Invitations’ or ‘Pending Assignments’ folders.

A: Some journals automatically ‘uninvite’ reviewers who do not respond to invitations after a certain amount of time. If you have received an email invitation but the paper does not

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show up in your 'New Invitations' folder please contact the Editorial Office using the 'Contact Us' button in the black menu bar at the top of the Editorial Manager browser window.

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