

# **Manuscript Guide**

Manual for  
Reviewers

# Manual for Reviewers

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# Request for manuscript review

## Request for manuscript review

As a reviewer, you will be notified by e-mail of an invitation to review a manuscript. The “Agree, Decline” buttons appear if requested for the first review. (For checking whether you agree or not)

Access the site to choose whether you accept the request or not.

ONLINE MANUSCRIPT SUBMISSION

**[{journal\_title}] Request for manuscript review : {atime}**

<b>Sender :</b>	{journal_title}
<b>Recipient :</b>	{rName}
<b>Manuscript ID :</b>	{order_num}
<b>Title :</b>	{subject}
<b>Review Period :</b>	{assign_date}{sdate} ~ {pdate}

Dear {rName} :

You have been recommended as a reviewer for the above-mentioned manuscript. Given your knowledge and expertise in the subject area of the manuscript, we would be most grateful if you would find time to review the manuscript.

{sendmemo}

{agree\_date}

{abstract}

You are kindly requested to visit [\[link\]](#) log in with your I.D. and password, and go to the Reviewer Center. Please read the Instructions for Reviewers and proceed as guided.

If you accept this invitation, I would be very grateful if you would return your review within 2 weeks. If you will not be able to provide comments within this time frame, please let me know immediately by replying this e-mail.

Sincerely,

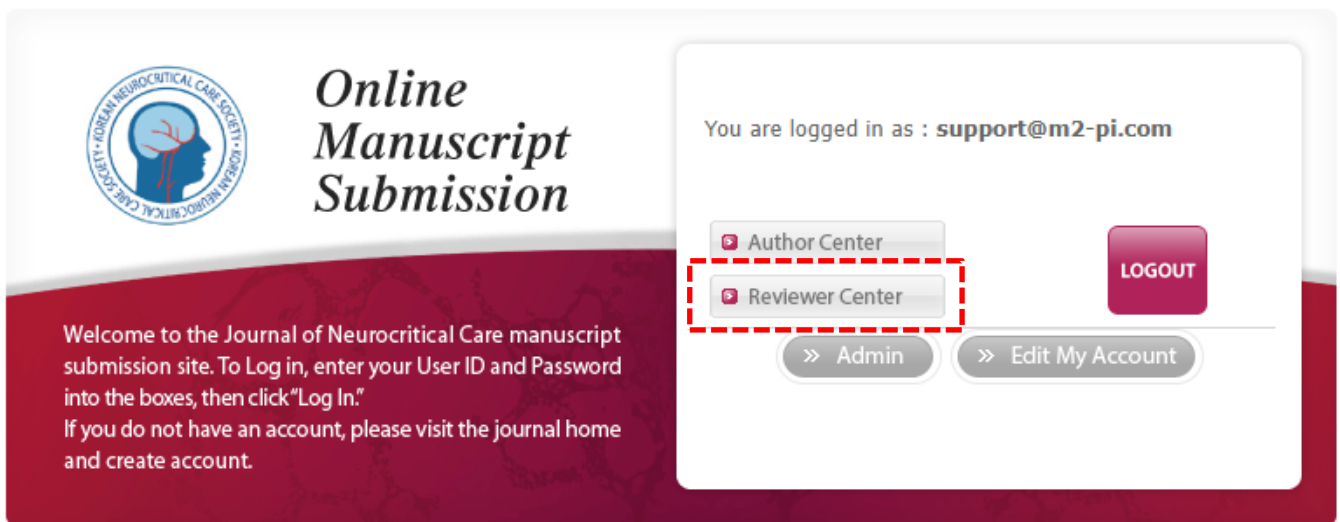
# Reviewer Center

## Reviewer Center

After logging in as a reviewer, the “Reviewer Center” shortcut menu appears as below. The “Reviewer Center” page is displayed by clicking the menu.

You might see different page from below because available menu is generated automatically under the user authority after logging in.

(You can access to Author Center, Reviewer Center, Editor Center, Manuscript Editor, English-proofreading, Editor-in-Chief, Publisher.)



The screenshot displays the 'Online Manuscript Submission' interface. On the left, there is a circular logo for the 'KOREAN NEUROCRITICAL CARE SOCIETY' and the text 'Online Manuscript Submission'. Below this, a welcome message reads: 'Welcome to the Journal of Neurocritical Care manuscript submission site. To Log in, enter your User ID and Password into the boxes, then click "Log In." If you do not have an account, please visit the journal home and create account.' On the right, a user is logged in as 'support@m2-pi.com'. A menu contains 'Author Center' and 'Reviewer Center', with the latter highlighted by a red dashed box. Other buttons include 'LOGOUT', 'Admin', and 'Edit My Account'.

## Reviewer Main menu

You can check the progress of the manuscript requested for review.

1. You can check and review according to awaiting review agreement, manuscripts for reviewer, manuscripts in revision and manuscripts with decision.
2. You should send the response whether you agree to review or not in the first review.
3. You can check the received manuscript again.

The screenshot shows the 'Reviewer Main Menu' interface. It features a sidebar menu on the left and a main content area on the right. The sidebar menu is highlighted with a red dashed box and a callout '1'. The main content area is divided into two sections: 'Reviewer Resources' and 'Awaiting Review Agreement'. The 'Reviewer Resources' section is highlighted with a red dashed box and a callout '3'. The 'Awaiting Review Agreement' section is highlighted with a red dashed box and a callout '2'. The 'Awaiting Review Agreement' section contains a table with the following columns: Manuscript ID, Title, Type of Manuscript, Invitation Date, and Agreement. The table currently displays 'No Data.' and has a '+ MORE' button in the top right corner.

**1** Reviewer Main Menu

Reviewer Main

- 0 [Awaiting Review Agreement](#)
- 0 [Manuscripts for Reviewer](#)
- 0 [Manuscripts in Revision](#)
- 0 [Manuscripts with Decision](#)

**3** Reviewer Resources

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

**2** Awaiting Review Agreement + MORE

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

## Awaiting Review Agreement

You should send the response whether you agree to review or not in the first review.

Once you select the Agree or Decline, you do not have to do any more.

Be sure to respond as soon as possible.

It is possible for you to review after agreeing. You cannot review the relevant manuscript if you decline to review.

Reviewer Main Menu

Reviewer Main

- 1 [Awaiting Review Agreement](#)
- 0 [Manuscripts in Revision](#)
- 0 [Manuscripts with Decision](#)

Reviewer Resources

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

Awaiting Review Agreement + MORE

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
M2-14-002	Title Test	Original research	06-Oct-2014	<a href="#">Agree/Decline</a>



Awaiting Review Agreement

\* Please click on 'Agree' or 'Decline' as soon as you can.

Manuscript ID	M2 -14-002
Type of Manuscript	Original research
Reviewer	Younsang Cho
Title	Title Test
Abstract	Abstract test
Invitation	<input type="radio"/> Agree <input type="radio"/> Decline

[Confirm](#)

## Manuscripts for Reviewer

You can confirm the list of manuscripts under review after agreeing to review.

**Reviewer Main Menu**

**Reviewer Main**

- 0 Awaiting Review Agreement
- 1 Manuscripts for Reviewer**
- 0 Manuscripts in Revision
- 0 Manuscripts with Decision

**Reviewer Resources**

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link.

**Awaiting Review Agreement** + MORE

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

**Manuscripts for Reviewer**

Manuscript ID	Title	Type of Manuscript	Status & Review	Review Period	My Result
M2-14-002 A_JRPR_20140002_0.pdf	Title Test	Original research	Under 1st Review <a href="#">Review</a>	2014.10.06 ~ 2014.10.20	1st - Not Reviewed

1. Select the title or PDF file to see the information of manuscripts to review.
2. Click the "Review" button to review the relevant manuscript.
3. You must review by designated date, and you can review anytime before submitting the review result. (But, the review result is not modifiable after submitted.)
4. You can confirm the status of the review result.

## Manuscripts for Reviewer

### [To review manuscripts](#)

1. Select and check the manuscripts to review. (PDF file)
2. Select one of the Recommendation tap.
3. Fill in the evaluation table. (only in the first review)
4. Write comments to authors and editors.
5. The "Submit" button is to complete submission. (It is not possible to revise although the period of review remains.)

The "Temporary Save" button is to save contents temporarily. You can save contents and submit within the period.

The screenshot shows the 'Manuscripts for Reviewers' interface. At the top, there are filters for '1st Reviewed', 'Review period : 2014.10.06 ~ 2014.10.20', and 'Manuscript ID : JRPR-14-002'. Below this, the manuscript details are shown: 'Type of Manuscript: Original research', 'Title: Title Test', and 'Manuscript Files: Original file'. A red dashed box labeled '1' highlights the 'File Download : A\_JRPR\_20140002\_0.pdf' link. Below the details, there are sections for 'Review Result' and 'Response note'. The 'Recommendation' section has four radio buttons: 'Accept', 'Minor revision', 'Major revision', and 'Reject'. A red dashed box labeled '2' highlights these buttons. Below the recommendation buttons is an evaluation table with seven rows and four columns of radio buttons. A red dashed box labeled '3' highlights the table. Below the table is a 'New Comments' section with two text areas: 'Comments to Authors' and 'Comments to Editors'. A red dashed box labeled '4' highlights these text areas. At the bottom, there are two buttons: 'Submit' and 'Temporary Save'. A red dashed box labeled '5' highlights these buttons.

	Accept	Minor revision	Major revision	Reject
1) Originality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2) Scientific Importance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3) Experimental design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4) Adequacy of methods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5) Brevity and clarity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6) Overall priority for publication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7) Potential if adequately revised	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## Manuscripts in Revision

Select the “Manuscript in Revision” tap to see the review result.

**Reviewer Main Menu**

**Reviewer Main**

- 0 [Awaiting Review Agreement](#)
- 0 [Manuscripts for Review](#)
- 1 [Manuscripts in Revision](#)
- 0 [Manuscripts with Decision](#)

**Reviewer Resources**

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

Awaiting Review Agreement + MORE

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

**Manuscripts in Revision**

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
M2-14-002 <a href="#">A_JRPR_20140002_0.pdf</a>	Title Test	Original research	<b>Under 1st Review</b> Completed	1st - Minor revision	1st : Minor revision

## Manuscripts in Revision

### [Confirmation your own review result](#)

Click the "My Result" to see your own review result. (the second and the third are the same as the first)

Manuscripts in Revision

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
M2-14-002 A_JRPR_20140002_0.pdf	Title Test	Original research	Under 1st Review Completed	1st - Minor revision	1st : Minor revision

Review Result

1st Review

Date of submission of review opinion : 2014.10.21  
Date of deadline for review opinion : 2014.11.04

Manuscript ID: M2-14-002

Review Count: 1st

Reviewer:

Type of Manuscript: Original research

Title:

Author's Opinion:

PRIORITY	Lower 50%	Top 50%	Top 25%	Top 10%
1) Originality	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2) Scientific Importance	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3) Experimental design	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4) Adequacy of methods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5) Brevity and clarity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6) Overall priority for publication	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7) Potential if adequately revised	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Recommendation: Minor revision

Comments to Authors

test

Attached file

Comments to Editor

test

Print Close

## Manuscripts in Revision

### [Confirmation the final review result](#)

Click the "Merge Result" button to confirm the final review result of the editor and all the reviewer's comments.

Manuscripts in Revision

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
M2-14-002 A_JRPR_20140002_0.pdf	Title Test	Original research	Under 1st Review Completed	1st - Minor revision	1st - Minor revision

### Merge Result

[Review](#) Manuscript ID : M2-14-002

Review Count	1st
Send Date	06-Oct-2014
Recommendation	Minor revision

Comments to Authors  
(Editorial Office)

Reviewer's Comments

Reviewer 1 test

[Print](#) [Close](#)

## Manuscripts with Decision

You can confirm the list of manuscripts completed reviews and the review result.

**Reviewer Main Menu**

**Reviewer Main**

- 0 [Awaiting Review Agreement](#)
- 0 [Manuscripts for Reviewer](#)
- 0 [Manuscripts in Revision](#)
- 1 [Manuscripts with Decision](#)

**Reviewer Resources**

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

Awaiting Review Agreement + MORE

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

**Manuscripts with Decision**

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
<a href="#">JRPR-14-002</a>	Title Test	Original research	<b>Accepted</b>	1st - Minor revision	<span>1st : Minor revision</span>
<a href="#">A_JRPR_20140002_0.pdf</a>					<span>2nd : Accept</span>

***Thank you***