

Welcome to  
**EMUG** 2017  
BOSTON



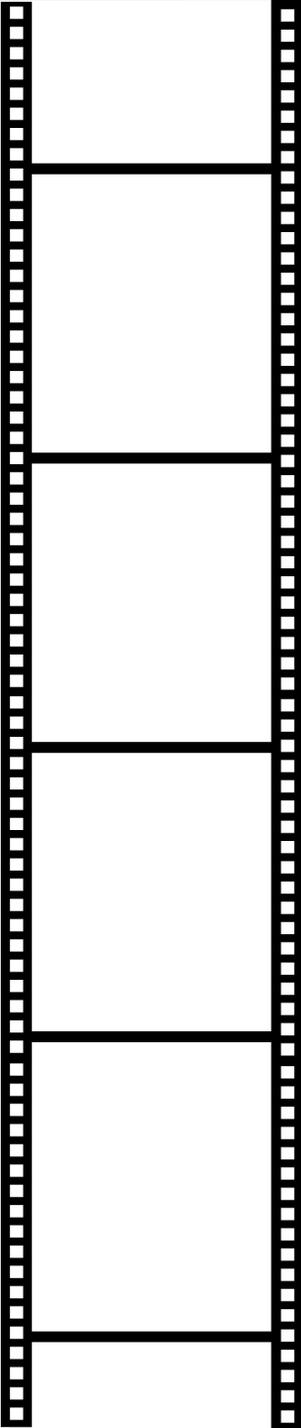
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**Editorial Manager**<sup>®</sup>



**ProduXion Manager**<sup>®</sup>



# Using **Reviewer** Questions

Featuring: Publons & CME Credit

**Victoria Scibilia**

Account Coordinator

[vscibilia@ariessys.com](mailto:vscibilia@ariessys.com)

# Agenda

- How do I create a Custom Review Question?
- Review Forms & Article Types
- Why use Reviewer Questions?
- Guest Speaker: Jan Higgins, Springer Nature – Publons
- Guest Speaker: Adam Nicely, Wolters Kluwer – CME
- Questions?



# How Do I Create a Custom **Review** Question?



# Custom Review Questions

## Review Questions

[Insert Special Character](#)

\*Are you willing to review the revision of this manuscript?

Yes ▼

\*Were the objectives and instructions for this review stated clearly?

Yes ▼

\*Are there any conflicts of interest to disclose relevant to this review?

Yes ▼

Please Explain. (Limit 2000 Characters)

The author is my colleague.

Character Count: 27

\*Will you be claiming CME credits for this review? (please select one or more)

Yes

No

\*I attest that I have completed this continuing medical education activity and claim the following number of credits:

3

# Custom **Review** Questions

## [-] Reviewer and Editor Form Policies

### **Manuscript Rating Question Configuration**

[Edit Manuscript Rating Questions](#)

[Overall Manuscript Rating Question Settings](#)

[Edit Manuscript Rating Instructions](#)

### **Reviewer Recommendation Policies**

[Edit Reviewer Recommendation Terms](#)

[Create/Edit Custom Review Questions](#)

[Create/Edit Review Forms](#)

[Match Review Forms to Article Types and Reviewer Roles](#)

[Set Pending Assignments Deep Link Expiration](#)

[Set Reviewer Recommendation Deep Link Expiration](#)

# Custom **Review** Questions

## Create Custom Review Questions

Listed below are the custom questions which may be displayed as part of a Review Form.

A question may be removed unless it has been used. If a question has been used but is now obsolete, it may be inactivated by clicking the Edit link and selecting the Hide checkbox. Hidden questions are displayed at the bottom of the list in gray italic text.

To add a new question, click the Add button.

Add

Question	Actions
Are you willing to review the revision of this manuscript?	<a href="#">Edit</a>
Please indicate if you would like to have your review exported to Publons.	<a href="#">Edit</a>
Do you give this journal the permission to share review data, including your identity, with Publons?	<a href="#">Edit</a>
If the editors propose a transfer of this manuscript, do you give your permission for your review to be transferred along with it?	<a href="#">Remove</a> <a href="#">Edit</a>

# Custom **Review** Questions

**Question:** [Insert Special Character](#)

**Instructions for Reviewer Response:** [Insert Special Character](#)

**Hide:** When you **Hide** a Custom Review Question, the question is deactivated (not available for use with new Review Forms).

**Available for Decision Letter Merging:** When you select this checkbox, both the question and answer can be merged into the decision letter using the %REVIEW\_QUESTIONS\_AND\_RESPONSES% or %RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR% merge fields. Editors will be able to de-select individual responses from any Reviewer before the Author is notified. The question and answer will also be inserted into Reviewer Invitation/Assignment Letters by the %REVIEWER\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR% merge field, for those reviews explicitly selected by the Editor for inclusion

**Response Type:**

**Minimum Field Length:**   
*(Must be less than or equal to the Maximum Field Length)*

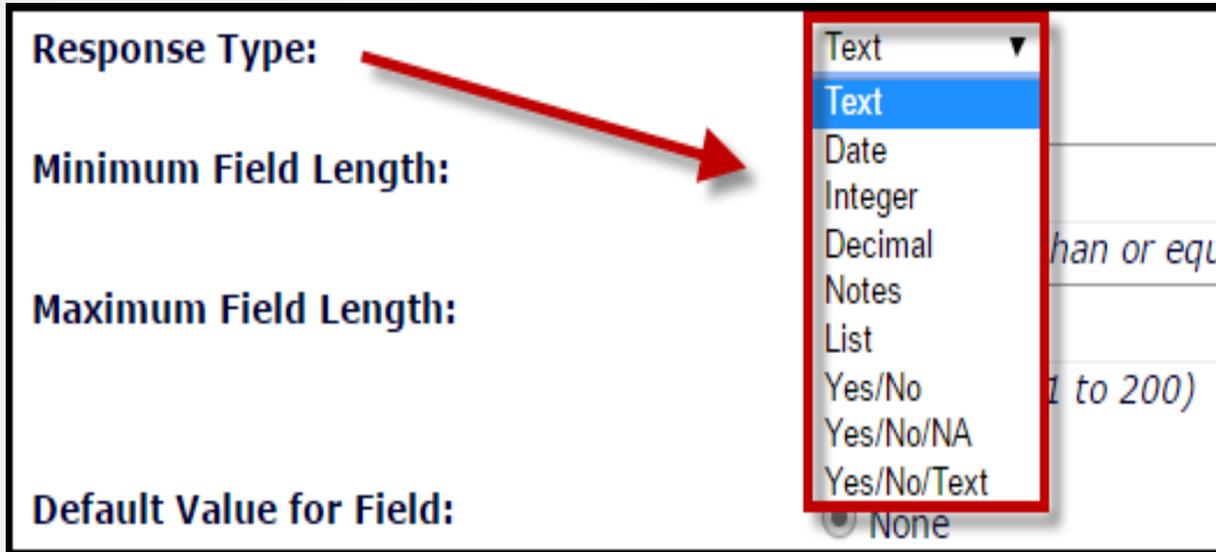
**Maximum Field Length:**   
*(A value from 1 to 200)*

**Default Value for Field:**

None  
 Single Value (enter value below)

[Insert Special Character](#)

# Custom **Review** Questions



Response Type: 

Minimum Field Length:

Maximum Field Length:

Default Value for Field:

- Text
- Text**
- Date
- Integer
- Decimal
- Notes
- List
- Yes/No
- Yes/No/NA
- Yes/No/Text
- None

- Various response types available:
  - Text
  - Date
  - Integer
  - Decimal
  - Notes

# Custom **Review** Questions

Response Type:  [View/Edit Values for List](#)

**Display List As:**

- Drop-down list (Allows for a null or single value selection) ▼
- Drop-down list (Allows for a null or single value selection)
- Radio Buttons (Allows for a single value selection; requires a default value)
- Checkboxes (Allows for multiple value selection; good for 1-5 values)
- Scrolling Selector (Allows for multiple value selection; good for more than 5 values)

- Types of lists available:
  - Drop-down list
  - Radio buttons
  - Checkboxes
  - Scrolling Selector

**Response Type:**

List ▼

[View/Edit Values for List](#)

**Display List As:**

Drop-down list (Allows for a null or single value selection) ▼

Cancel

Submit



### Configure Values For List

Enter the values to appear in the list of possible answers for the question. Entering a Description is optional and should only be entered if you want it to display (alongside the list value) in the list as an aid for the Reviewer.

Please select the default value (which is pre-selected when a drop-down or radio button is displayed to users):

Display Order	Select Default Value	Value	Description
	<input checked="" type="radio"/>	Please select a response	
<input type="text" value="1"/>	<input type="radio"/>	Yes	<a href="#">Remove</a> <a href="#">Edit</a>
<input type="text" value="2"/>	<input type="radio"/>	No	<a href="#">Remove</a> <a href="#">Edit</a>

[Insert Special Character](#)

Value:

Description:

*Maximum 250 characters*

I Have Created My Custom  
**Review** Question, Now What?



# Create Review Forms

## Create Custom Review Questions

Listed below are the custom questions which may be displayed as part of a Review Form.

A question may be removed unless it has been used. If a question has been used but is now obsolete, it may be inactivated by clicking the Edit link and selecting the Hide checkbox. Hidden questions are displayed at the bottom of the list in gray italic text.

To add a new question, click the Add button.

Question	Actions
Are you willing to review the revision of this manuscript?	<a href="#">Edit</a>
<a href="#">Add</a>	
<a href="#">Add</a>	
<a href="#">Create/Edit Review Forms</a>	
<a href="#">Match Reviewer Forms to Article Types and Reviewer Roles</a>	
<a href="#">Return to PolicyManager</a>	



### Reviewer Recommendation Policies

[Edit Reviewer Recommendation Terms](#)

[Create/Edit Custom Review Questions](#)

[Create/Edit Review Forms](#)

[Match Review Forms to Article Types and Reviewer Roles](#)

[Set Pending Assignments Deep Link Expiration](#)

[Set Reviewer Recommendation Deep Link Expiration](#)

**Policy Manager**



# Create Review Forms

## Create Review Forms

Default Review Form [Edit](#)

Case Report Review Form [Remove](#) [Edit](#)

Original Article Review Form [Remove](#) [Edit](#)

[Add New Review Form](#)

[Create/Edit Custom Review Questions](#)

[Match Review Forms to Article Types and Reviewer Roles](#)

[Return to PolicyManager](#)

- Ability to create as many Review Forms as desired
- Ability to create a Review Form to go with each Article Type if needed

# Create Review Forms

### Edit Review Form

**Review Form Name:**

Hide - When you **Hide** a Reviewer Form, the form will be deactivated (not available for use with any Article Types).

**Reviewer Instructions:**

**Display Reviewer Instructions in popup** [Insert Special Character](#)

Dear Reviewer:

Please find below some instructions that will help you perform your review of this paper.

You will have been sent the date that your review is due in the 'Reviewer instructions and due date' email please make sure that you submit your review by this date or notify the Journal office if you think you will need longer.

**Authorization to Transfer Review** [Edit Questions](#)

Question	Display on Review Form
If this submission is transferred to another publication, do we have your consent to include your identifying information?	<input checked="" type="checkbox"/>
If this submission is transferred to another publication, do we have your consent to include your review?	<input checked="" type="checkbox"/>
If this submission is transferred to another publication with "Open Peer Review", do we have your consent to publish your review in a pre-publication history?	<input checked="" type="checkbox"/>

**Instructions for Transfer Authorization** [Edit Instructions](#)

It is possible that this submission may be transferred to another publication at the conclusion of the peer review process. If the submission is transferred, we would like to include your review. We would also like to include your identifying information, so that the other publication can contact you if necessary. If you agree, we may transfer your name, degree(s), position, department, institution, address, phone number and e-mail address. Your review and identifying information will not be transferred unless you give your consent.



# Create Review Forms

**Custom Review Questions**

Select Questions

Order	Question	Required for Submission	Visible to Other Reviewers	Visible to Author	Actions
1	Are you willing to review the revision of this manuscript?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>

Update Item Order

**Display Comments to Author text box**

Merge into Editor Comments in Decision Chain  
 Keep separate from Editor Comments in Decision Chain

Default Text for Comments to Author: [Insert Special Character](#)

**Display Comments to Editor text box**

Default Text for Comments to Editor: [Insert Special Character](#)

Is there a financial or other conflict of interest between your work and that of the authors?

YES \_\_\_ NO \_\_\_

Please give a frank account of the strengths and weaknesses of the article:

---

The following sections may be displayed to the Reviewer on the Reviewer Recommendation Page. Please select the order in which you would like them to appear. Note that Manuscript Rating Questions are configured elsewhere and do not appear for revisions. This setting determines where they will display on the Review Form only when applicable.

Order	Review Form Section
1	Reviewer Instructions
2	Custom Review Questions
3	Manuscript Rating Questions
4	Comments to Authors and Editors
5	Authorization to Transfer Review

Update Order

# Create **Review** Forms

## Custom Review Questions:

### Select Description

- Are you willing to review the revision of this manuscript?
- Were the objectives and instructions for this review stated clearly?
- Do you have any comments on the Journal review process?
- Are there any conflicts of interest to disclose relevant to this review?
- Should an editorial comment accompany the manuscript?
- Will you be claiming CME credits for this review?
- I attest that I have completed this continuing medical education activity and claim the following number of credits:

Add To Form

Cancel

- Each question can only be selected once for each **review** form
- Questions can be assigned to multiple **review** forms

# Create Review Forms

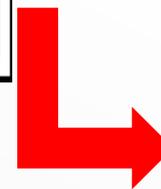
Custom Review Questions

Select Questions

Order	Question	Required for Submission	Visible to Other Reviewers	Visible to Author	Actions
1	Are you willing to review the revision of this manuscript?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>
2	Were the objectives and instructions for this review stated clearly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>
3	Are there any conflicts of interest to disclose relevant to this review?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>

Update Item Order

- When clicking Remove, the question will be removed from the Review Form **ONLY**
- If removed, the question remains on the master list of questions



**Create Review Forms**

Default Review Form [Edit](#)

Case Report Review Form [Remove](#) [Edit](#)

Original Article Review Form [Remove](#) [Edit](#)

[Add New Review Form](#)

[Create/Edit Custom Review Questions](#)

[Match Review Forms to Article Types and Reviewer Roles](#)

[Return to PolicyManager](#)

# Create Review Forms

Reviewer Role	Reviewer	Statistical Reviewer	Guest Reviewer
Article Type			
Original Study	New: Original Article Review Form <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: Default Review Form	New: Default Review Form <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: Original Article Review Form	New: Default Review Form <input checked="" type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: Default Review Form
Editorial	New: Default Review Form <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: Default Review Form	New: Default Review Form <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: Default Review Form	New: Default Review Form <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: Default Review Form
Review	New: Default Review Form <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: Default Review Form	New: Default Review Form <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: Default Review Form	New: Default Review Form <input type="checkbox"/> Use Manuscript Rating Questions <a href="#">Select</a> <input type="checkbox"/> Display Responses to Author Revised: Default Review Form

**Original Study**

New: 
 Default Review Form  
 Case Report Review Form  
 Default Review Form  
 Original Article Review Form

Revised: Default Review Form

- Choose **Review** Form from the drop-down for each Article Type
- Different **Review** Forms can be chosen for New & Revised Submissions
- Different **Reviewer** Roles can see different Review Forms per Article Type

# Create Review Forms

DEMOVS131-D-17-00008  
"EMUG 2017 - Reviewer Questions"  
Original Submission

**Roger Nelson (Reviewer 3)**  
[Edit Reviewer Comments](#)

Reviewer Recommendation Term:	Accept
Overall Reviewer Manuscript Rating:	N/A
Rate Review:	<input type="text"/> Please enter a number from 1-100

Custom Review Question(s)	Response
Are you willing to review the revision of this manuscript?	Yes
Were the objectives and instructions for this review stated clearly?	Yes
Are there any conflicts of interest to disclose relevant to this review?	Yes: The author is my colleague.
Will you be claiming CME credits for this review?	<input type="checkbox"/> Yes
I attest that I have completed this continuing medical education activity and claim the following number of credits:	3

Manuscript Rating Question(s):	Scale	Rating
The subject addressed in this article is worthy of investigation.	[1-3]	2
The information presented was new.	[1-5]	4
The conclusions were supported by the data.	[1-10]	7

### Comments to Editor:

I have no comments for the editor.

### Comments to Author:

This paper was written very well. I might read it again in my spare time.

# Why Would I Want to Use Reviewer Questions?



# Reviewer Recognition Services

## Publons



- **Reviewers:** Use Publons to track and verify peer review activity
- **Journals:** Integrate with Publons to acknowledge their reviewers and motivate faster peer review
- **Editors:** Benefit from motivated reviewers and can access tools designed to vet, screen, and contact reviewers

# Reviewer Recognition Services

## Publons



**PROFILE** **STATISTICS**

### Elisabeth M. Bik

Research Associate - Department of Medicine, Stanford University  
Editorial Board Member - ISME Journal  
Editorial Board Member - Frontiers in Microbiology

**BIO**

Elisabeth Bik is a Research Associate at the Department of Medicine, Division Infectious Diseases, at Stanford University's School of Medicine. She received her PhD at Utrecht University in The Netherlands and worked at the Dutch National Institute for Health and the St. Antonius Hospital in Nieuwegein. In 2001, she moved to the San Francisco Bay Area to join the laboratory of David Relman, MD, at Stanford. In the past 12 years she worked on the characterization of the human microbiome in thousands of oral, gastric, and intestinal samples. She currently works on the microbiota analysis of marine mammals and children with inflammatory bowel diseases. When she is not in the lab, she can be found working on her blog [www.microbiomedigest.com](http://www.microbiomedigest.com), an almost daily compilation of scientific papers in the rapidly growing microbiome field, or on Twitter at @MicrobiomDigest.

**EDITORIAL BOARD MEMBERSHIPS**

-  The ISME Journal
-  Frontiers in Microbiology

**HAS REVIEWED FOR**

-  The ISME Journal
-  PLOS ONE
-  Journal of Applied Microbiology
-  Pediatrics
-  Clinical and Translational Gastroenterology
-  Applied and Environmental Microbiology

3 Affiliations  
Has edited for 2 journals  
Has reviewed for 32 journals  
112 Pre Publication Reviews

Verified reviewer  
Publons advisor  
342 Merit

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0000-0001-5477-0324

**PROFILE** **STATISTICS**

**RESEARCH FIELD**

### Immunology and Microbiology

Microbiology

Compare statistics to others in this field

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<b>REVIEWS</b>	<b>MERIT</b>
112 Median: 2 99th percentile	342 Median: 6 99th percentile
<b>REVIEWS (LAST 12 MONTHS)</b>	<b>OPENNESS</b>
37 Median: 2 99th percentile	1.8% Median: 0.0% 85th percentile
<b>ACCEPTANCE RATE</b>	
25.0% Median: 41.7%	

# Reviewer Recognition Services

## Publons

Custom Review Questions

Select Questions

Order	Question	Required for Submission	Visible to Other Reviewers	Visible to Author	Actions
1	Would you like to receive CME credit for this review (up to 3 credits can be claimed)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>
2	Do you want to get recognition for reviewing this manuscript?  Add a record of this review to <a href="#">Publons</a> to track and showcase your reviewing expertise across the world's journals. Signing up is quick, easy and free!	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>

Update Item Order

# Reviewer Recognition Services

## Publons

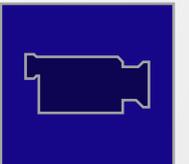


# Reviewer Recognition Services

## Publons



Reviewer Name	E-mail Address	Date Reviewer Invited	Reviewer Stop Date	Reviewer Recommendation	Reviewer Comments to Author	Manuscript Number	Article Title	Handling Editor First Name	Reviewer's Response
Alison O'Connell	aoconnell@ariessys.com	4/1/2016	8/2/2016	Reject		JOURNALA-D-16-00023	The next frontier: Big Data	Randi Williams	Yes
John Francis Gilmer	aoconnell@ariessys.com	2/12/2016	8/3/2016	Major Revision	The data is good, but could be presented in a more organized fashion. Also, you may want to engage the help of an editing service to clean up some of the grammatical and structural issues within the piece.	JOURNALA-D-16-00007	The Side Effects of Aspirin	Clyde Stratton	Yes
John Smith	123user@ariestrash.com	8/3/2016	8/3/2016	Accept	This is good work. Thank you for your contributions here.	JOURNALA-D-16-00037	Side Effects of Aspirin	Clyde Stratton	Yes
Leonard Silverman	129user@ariestrash.com	8/3/2016	8/3/2016	Reject	The science is sound, but not quite suited for Journal A. I could see it making the cut for Journal B, but after some cleanup of grammar and organization. Perhaps engage with a manuscript editing service.	JOURNALA-D-16-00037	Side Effects of Aspirin	Clyde Stratton	Yes
M. Shiono	156user@ariestrash.com	7/28/2016	8/3/2016	Accept	Your work is good. Thank you for your contributions here, and best of luck to you!	JOURNALA-D-16-00007	The Side Effects of Aspirin	Clyde Stratton	Yes
Samantha Jones	sjones@gmail.com	7/28/2016	8/3/2016	Reject	You should spend time identifying a journal that is a better match for the content itself.	JOURNALA-D-16-00007	The Side Effects of Aspirin	Clyde Stratton	Yes



# CME Credits for **Reviewers**

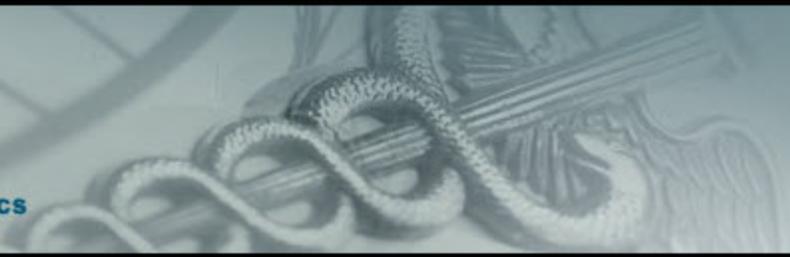


- Editorial Manager has the ability to allow **Reviewers** to collect CME credits for peer review
- Editorial Offices can use **Reviewer Questions** to help collect CME Credit information
- Earning CME Credits can be based on the Editor's score of a particular **review**

# Guest Speaker: Jan Higgins, Springer Nature

**Genetics  
inMedicine**

Official Journal of the American College of Medical Genetics and Genomics



**Guest Speaker:**  
**Adam Nicely, Wolters Kluwer**



**Wolters Kluwer**



**THANK YOU FOR  
LISTENING**

**ANY QUESTIONS?**