

Welcome to the 17th Annual  
**EMUG BOSTON**

#EMUG2019



# EMUG 2019

## Transparent and Open Peer Review

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# Agenda

- Transparent and Open Peer Review – What is it?
- Author and Reviewer Experience
- Transfer of Review Forms between Journals
- Reviewer Discussion Forums
- Q & A Session

# Agenda



TIP!

- Tip for this session:
  - **OPR** = **O**pen **P**eer **R**eview
  - **TPR** = **T**ransparent **P**eer **R**eview



What the heck is Transparent Peer  
Review?

# Peer Review – A History

The process of peer review was, “...begun by the Philosophical Transactions of the Royal Society of London in the 18<sup>th</sup> century, is central to our ability to trust scientific research. The tradition of peer review has become ingrained in science over centuries because it is, despite its flaws, the best system we have to evaluate research.”



# Peer Review – A History

With a steady increase of research articles being published every year, publishing is now “...available to more potential authors than ever before. Peer review is now operating at a truly global scale, which means its flaws are, too.”

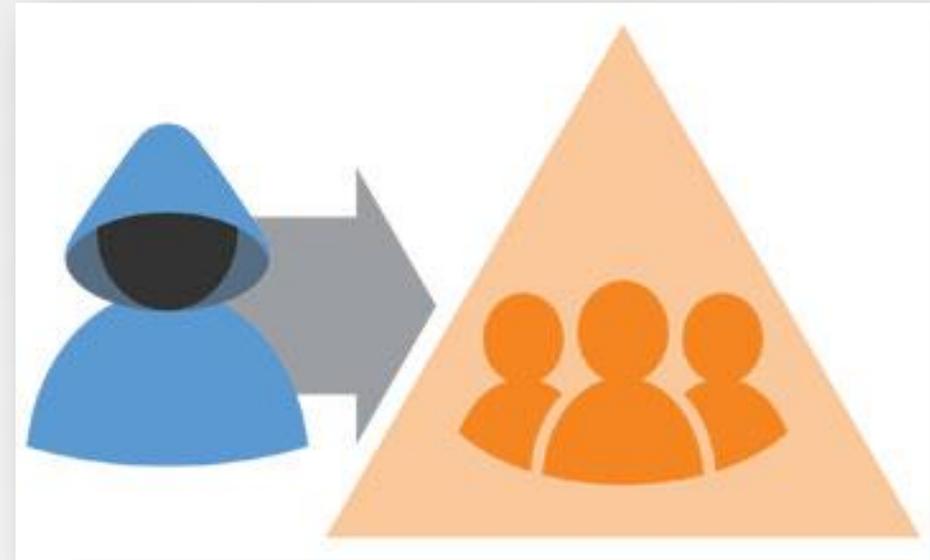


# Peer Review – A History

Current problems in scholarly publishing:

- Publication Slow Down (180 days to publish a typical article)
- Editors can't find willing and able reviewers
  - Too busy
  - Difficult to get a hold of
- No formal training for reviewers
- Fraudulent reviews, which leads to retraction

All of this “threatens our ability to trust and understand science...” and “...problems are exacerbated by the anonymous nature of peer review.”



# Peer Review – A History

So, what can be done?

2016 SpotOn Conference Report suggests a few things:

- Reviewer incentives
- Expand and improve reviewer pool
  - Simple and easy-to-use tools to identify, qualify, and contact reviewers
- **New peer review model experimentation**
  - Automated forms of peer review
  - **Forms of open review**
  - Collaborative peer review
  - Preprint servers – to increase speed of publication



# Transparent or Open?



- Transparency in peer review has been receiving increased focus over the past few years.
- In addition to being the theme of Peer Review Week 2018, several publishers signed an open letter pledging to facilitate transparent peer review through their publications (<http://asapbio.org/letter>), a number of them are EM customers.
- The phrases ‘Transparent’ and ‘Open’ peer review tend to be used interchangeably; however, it is important to mention the key differences.

# Open or Transparent?

- **Open Peer Review:** discloses the identity of reviewers to authors, as well as authors to reviewers as part of the peer review process.
- **Transparent Peer Review:** the publication of review content alongside submitted articles.
- Transparent Peer Review can be open – however, the publication of reviewer identities is not required for TPR.
- Editorial Manager supports Open Peer Review throughout the peer review process.
- All of the data needed for Transparent Peer Review is held within EM. The MECA export method allows the data needed for TPR (i.e., the Reviews and Decision Letter) to be exported to third-party vendors.

## Summary

*The initial submission of this article was received on June 18th, 2014 and was peer-reviewed by 2 reviewers and the Academic Editor.*

*The Academic Editor made their initial decision on July 10th, 2014.*

*The first revision was submitted on July 17th, 2014 and was reviewed by the Academic Editor.*

*The article was Accepted by the Academic Editor on July 23rd, 2014.*

## Version 0.2 (accepted)

 **Valeria Souza** · Jul 23, 2014 · Academic Editor

**ACCEPT**

thanks for the corrections, it is a great paper!!

 Download Version 0.2 (PDF)

 Download author's rebuttal letter - submitted Jul 17, 2014

## Version 0.1 (original submission)

 **Valeria Souza** · Jul 10, 2014 · Academic Editor

**MINOR REVISIONS**

This is a very well done study, however, please follow both reviewers recommendations.

# Transparent

 **Douglas Rusch** · Jul 1, 2014

## Basic reporting

This paper is clearly written and well organized. The introduction and background are reasonable given the premise of the paper. Figures and tables are comprehensive and helpful.

The paper generates the following kinds of data:

- 1) Bacterial isolates from a marine environment
- 2) Microbial materials collected on filters from coral and marine environments
- 3) Sequencing reads from bacterial isolates
- 4) Sequencing reads from metagenomic samples
- 5) Assemblies of microbial genomes
- 6) Custom scripts

As the reviewer I am unable to verify that the assemblies or read data are going to be publicly available. There is a note indicating that the data is being submitted to Genbank but it was not clear what data (reads, assemblies) was submitted.

There is no explicit mention of whether the isolates or filters have been saved or would be available for other researchers. Particularly for the isolates this would be important to mention.

In fairness the scripts are a minor concern but they do not seem to be available. In keeping with true open access these scripts, with a short description of their usage context, should also be made available.

Finally, I would suggest explicitly indicating how much data was generated (reads, base pairs). Was any quality trimming done? It wasn't indicated in the text.

## Experimental design

In general the experimental design was excellent and clearly written. Some minor changes, additions, modifications would be suggested as follows:

- 1) pg 6 line 159-160: It is somewhat ambiguous to say something is selected at random based on color or size. This should be clarified.
- 2) Pg 8 In 198-204: Inconsistent referencing of languages/libraries. PERL language is referenced but scripts unavailable while R and Python languages not referenced but libraries are referenced and available.
- 3) Pg 8 In 210-214: What operating system/file system was being used? Was this system in a RAID array?
- 4) Pg 9 In 255: This reference is incorrect. The paper is in preparation and should not be cited with a publication date unless it has been accepted.
- 5) Pg 10 In 274: Python script not available.
- 6) Pg 11 In 303: Dinsdale reference not correctly formatted. It is not clear what packages/libraries or tools were used to carry out these statistical analyses. These should be directly referenced or it should be clear from the text that the reference given is the primary references for these tools.

One overarching issue with the methods is that it is not always clear whether specific aspects of the work took place on site on the research vessel or at a later time. Since this is the primary goal of the paper (i.e. to demonstrate the ability to do real time on site metagenomics) this is critical to the paper. Additionally it would be good to indicate how long these steps took to carry out since time may be a real factor and would help other researchers plan similar expeditions or scale their effort appropriately.

## Validity of the findings

The results are reasonable given the experiments.

## Comments for the author

Interesting paper definitely addresses a need of the scientific community. I was surprised not to see more suggestions on how to handle the file corruption issues. Using md5 checksums is fine for validation but use of RAID disk arrays or use of solid state hard drives could probably solve most of these problems.

## Cite this review as

Rusch D (2014) Peer Review #1 of "Sequencing at sea: challenges and experiences in Ion Torrent PGM sequencing during the 2013 Southern Line Islands Research Expedition (v0.1)". *PeerJ* <https://doi.org/10.7287/peerj.520v0.1/reviews/1>

 **Reviewer 2** · Jul 10, 2014

## Basic reporting

The paper presented intends to show the advantages of in situ Next Generation Sequencing (NGS) for remote locations. The work here presents 26 marine microbial genome, and two metagenomes. On board sequencing could be interesting though it presented some technical difficulties and its not clear what would be the advantage of real time processing against deep freezing and sending the samples to the sequencing facilities.

## Experimental design

The experimental design is the result of an expedition to the Southern Line Islands, with samples collected either from coral or algal-surfaces. The nature of this work is exploratory and descriptive, and a proof of concept of field NGS, which overrides the lack of in depth analysis of the (meta)genomic data as well as linking the sequencing data with the phenotype testing, only shown for the serine utilization experiments. Although some of the concepts and methods for making this possible should be clarified prior to the publication. The observations and concerns are stated in the Comments for the Author section.

## Validity of the findings

The results of NGS field sequencing are promising, the capability to sequence and analyze large datasets without Internet access as well as servers, HPC clusters or cloud services is interesting. This kind of techniques could be interesting and useful for research groups with no access to large computing infrastructure. And some of the scripts and methodology used should be disclosed in order to test results reproducibility.

## Comments for the author

P. 7 ~ L 170 What is an appropriate scale of B3 lysis?

P.8 ~ L 207 What is modified from the Ion Torrent pipeline? Is there a chance to document this? I only noticed the MD5 checksum, and the crop into four quadrants. Is there anything else?

P.8 ~ L 226 Could you share your custom Perl script, like in figshare?

P.9 ~ L 235 Do you think you could share your annotation pipeline scripts? This would be of interest for the whole community trying to annotate on locations with poor internet connections or limited computing resources.

P.9. L 249 Did you perform comparisons of your custom annotation against the standard RAST pipeline? This should be included into a summary of results.

P.10 ~ L 270 The e-value is dependent on the database size, could you please state what is the effective database size.

P.10 ~ L 279 Would you share your python script?

P. 17 ~ L 467 The analysis did not demonstrated as stated, it only suggest. Replace demonstrated with suggests.

P. 17 ~ L 468 Change identified their ability to have the predicted potential.

P. 18 ~ L 500 Could you state where you remove centrifugation steps from your procedure in methods?

Is there any chance to compare the results from in situ to frozen samples processed with the regular DNA extraction/sequencing protocols?

P.18 ~ L 508 Could you please describe what where the steps of the reverse engineering? You were so lucky to have such a hacker on board!

## Cite this review as

Anonymous Reviewer (2014) Peer Review #2 of "Sequencing at sea: challenges and experiences in Ion Torrent PGM sequencing during the 2013 Southern Line Islands Research Expedition (v0.1)". *PeerJ*

<https://doi.org/10.7287/peerj.520v0.1/reviews/2>

# Blinded or Open Peer Review: What's the difference?

## Blinded Peer Review:

- Authors never see Reviewer names.
- Authors may be permitted to see blinded attachments from reviewers.
- Authors see “edited highlights” of the review form that are merged into a letter, never the whole thing.
- Reviewers do not see the comments their fellow reviewers have made until the final decision is made.

## Open Peer Review:

- Authors sees Reviewer names.
- Authors can see unblinded attachments.
- Authors can see an unblinded individual review form outside of their decision letter (based on configuration).
- Reviewers can see other reviewers' comments before the final decision is made.

# How can Open Peer Review be handled in EM?

Editorial Manager can be configured to:

- Allow Authors to see Reviewer names and reviews
- Allow Reviewers to see other Reviewer identities and comments earlier in the process.
- Transfer both reviews and Reviewer information to other publications when papers are transferred.





# Options for Author Access to Unblinded Reviews

You can choose the point at which you grant an Author access to their reviews. The options are:

After **First Decision** in these folders:

- Submissions Needing Revision
- Revisions Sent Back to Author
- Incomplete Submissions Being Revised
- Revisions Waiting For Author's Approval
- Revisions Being Processed

**Author Main Menu**

[Alternate Contact Information](#)  
[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

**Production**

- Submissions in Production (3)
- Current Task Assignments (0)

**New Submissions**

- [Submit New Manuscript](#)
- Submissions Sent Back to Author (3)
- Incomplete Submissions (2)
- Submissions Waiting for Author's Approval (2)
- Submissions Being Processed (21)

**Revisions**

- Submissions Needing Revision (1)
- Revisions Sent Back to Author (0)
- Incomplete Submissions Being Revised (1)
- Revisions Waiting for Author's Approval (1)
- Revisions Being Processed (2)
- Declined Revisions (0)

**Revisions**

- Submissions Needing Revision (1) ←
- Revisions Sent Back to Author (0)
- Incomplete Submissions Being Revised (1) ←
- Revisions Waiting for Author's Approval (1)
- Revisions Being Processed (2) ←
- Declined Revisions (0)

# Options for Author Access to Unblinded Reviews

Alternatively...

...you could allow the Author access **only** at the **Final Decision** stage, where they could view the reviews in the [Submissions With A Decision](#) folder.

## Author Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial.

### Production

[Submissions in Production](#) (3)

[Current Task Assignments](#) (0)

### New Submissions

[Submit New Manuscript](#)

[Submissions Sent Back to Author](#) (3)

[Incomplete Submissions](#) (2)

[Submissions Waiting for Author's Approval](#) (2)

[Submissions Being Processed](#) (21)

### Revisions

[Submissions Needing Revision](#) (1)

[Revisions Sent Back to Author](#) (0)

[Incomplete Submissions Being Revised](#) (1)

[Revisions Waiting for Author's Approval](#) (1)

[Revisions Being Processed](#) (2)

[Declined Revisions](#) (0)

### Completed

[Submissions with a Decision](#) (7)

[Completed Production Task Assignments](#) (2)

[Submissions with Production Completed](#) (1)

# What the Author Sees: View Reviewer Comments

## Submissions Needing Revision for Author mary mary

Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.

IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.

Page: 1 of 1 (4 total submissions)

Display 10 results per page.

Action ▲	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Date Revision Due ▲▼	Status Date ▲▼	Current Status ▲▼	View Decision ▲▼
<a href="#">View Submission</a> <a href="#">View Reviewer Comments</a> <a href="#">File Inventory</a> <a href="#">View Attachments</a> <a href="#">Revise Submission</a> <a href="#">Decline to Revise</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	DEMOJES-D-19-00028	Attachments Visible to Author - 2	Jun 6 2019 11:52AM	Jul 6 2019 11:59PM	Jun 6 2019 12:04PM	Revise	Major Revision

**Action ▲**

- [View Submission](#)
- [View Reviewer Comments](#)
- [File Inventory](#)
- [Revise Submission](#)
- [Decline to Revise](#)
- [Correspondence](#)
- [Send E-mail](#)

# What the Author Sees: View Reviewer Comments

## View Reviewer Comments for Manuscript DEMOJES-D-19-00028

"Attach

Click the R

Rebecca Re

Randall Rev

Renee Revi

Author Dec

## View Reviewer Comments for Manuscript DEMOJES-D-19-00028

"Attachments Visible to Author - 2"

**Randall Reviewer (Reviewer 2)**

Reviewer Recommendation Term: Major Revision

Overall Reviewer Manuscript Rating: 70

### Custom Review Question(s)

Custom Review Question(s)	Response
Are you willing to review the revision of this manuscript?	Yes:

### Manuscript Rating Question(s):

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]	2
The conclusions were supported by the data.	[1-10]	4

### Comments to Author:

Please see my attachment for my review.

### Attachments:

Action	Description	File Name	Size	Last Modified
<a href="#">Download</a>	Rev2 Unblinded Attachment	Unblinded_Attachment2.docx	11.3 KB	Jun 03 2019 03:17PM

# Merge Fields for Open Peer Review

- %OPEN\_INDIVIDUAL\_REVIEWER\_COMMENTS\_TO\_AUTHOR%
- %OPEN\_LINKED\_REVIEWER\_COMMENTS\_TO\_AUTHOR%
- %OPEN\_LINKED\_REVIEWER\_COMMENTS\_TO\_EDITOR%
- %OPEN\_LINKED\_REVIEWER\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%
- %OPEN\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%
- %OPEN\_REVIEWER\_COMMENTS\_TO\_AUTHOR%
- %OPEN\_REVIEWER\_COMMENTS\_TO\_EDITOR%
- %OPEN\_REVIEWER\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%
- %OPEN\_REVIEW\_QUESTIONS\_AND\_RESPONSES%
- %OPEN\_ALL\_RESPONSES\_AND\_INDIVIDUAL\_COMMENTS\_TO\_AUTHOR%

# Merge Fields for Open Peer Review: Letter – Author Perspective

Letter Body:

[Insert Custom Merge Field](#) | [Insert System Merge Field](#)

For your guidance, reviewers' comments are appended below.

If you decide to revise the work, please submit a list of changes or a rebuttal against each point which is being raised when you submit the revised manuscript.

Your revision is due by %DATE\_REVISION\_DUE%.

To submit a revision, go to %JOURNAL\_URL% and log in as an Author. You will see a menu item call Submission Needing Revision. You will find your submission record there.

Yours sincerely

%EDITOR\_NAME%

%EDITOR\_ROLE%

%JOURNALFULLTITLE%

Reviewers' question responses:

%OPEN\_REVIEW\_QUESTIONS\_AND\_RESPONSES%

# Merge Fields for Open Peer Review: Letter – Author Perspective

Ref.: Ms. No. DEMOJES-D-19-00029  
Open Merge Fields in Letter  
DEMO JES Site (CS Site)

Dear mary,

Reviewers have now commented on your paper. You will see that they are advising that you revise your manuscript. If you are prepared to undertake the work required, I would be pleased to reconsider my decision.

For your guidance, reviewers' comments are appended below.

If you decide to revise the work, please submit a list of changes or a rebuttal against each point which is being raised when you submit the revised manuscript.

Your revision is due by Jul 18 2019 11:59PM.

To submit a revision, go to <https://www.editorialmanager.com/demojes/> and log in as an Author. You will see a menu item call Submission Needing Revision. You will find your submission record there.

Yours sincerely

mary mary  
Managing Editor  
DEMO JES Site (CS Site)

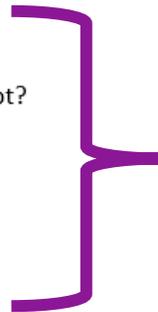
Reviewers' question responses:

Are you willing to review the revision of this manuscript?

Rachel Reviewer (Reviewer #1): Yes

Rebecca Reviewer (Reviewer #2): Yes

Erin Reviewer (Reviewer #4): Yes



# What the Author Sees: Unblinded Attachments

Submissions Needing Revision for Author mary mary

Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.

IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.

Page: 1 of 1 (4 total submissions)

Display 10 results per page.

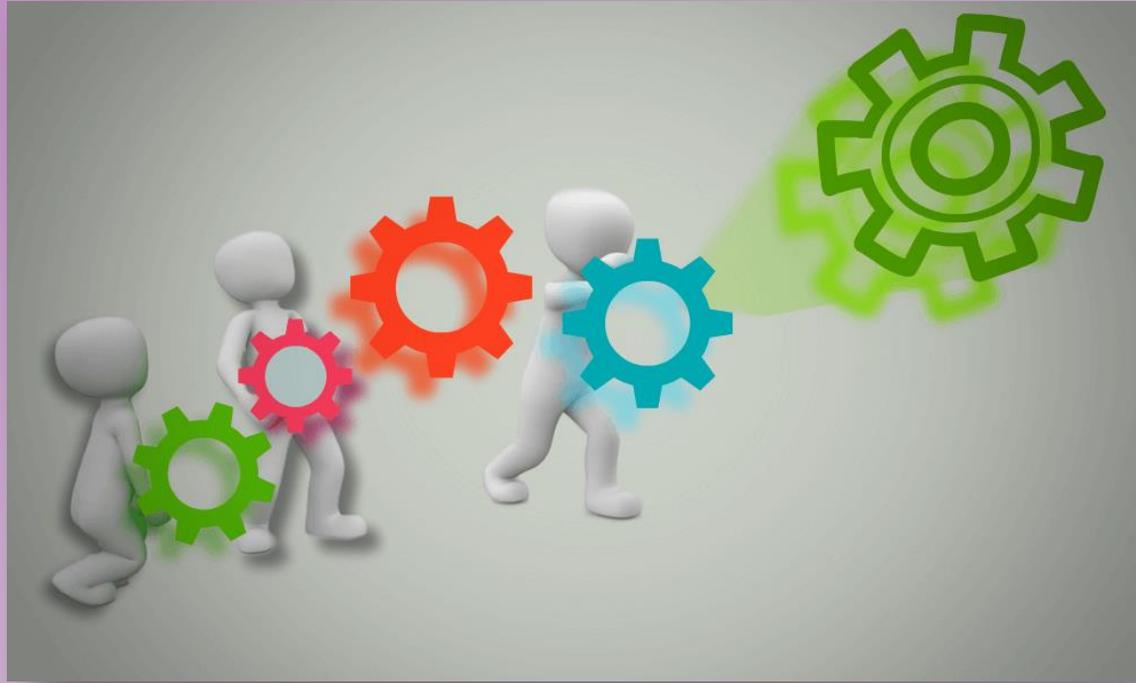
## Action

- View Submission
- View Reviewer Comment
- File Inventory
- View Attachments
- Revise Submission
- Decline to Revise
- Correspondence
- Send E-mail

## Attachments for Manuscript Number DEMOJES-D-19-00028 "Attachments Visible to Author - 2"

Action	Uploaded By	Description	File Name	File Size
<b>Original Submission</b>				
<a href="#">Download</a>	Randall Reviewer (Reviewer 2)	Rev2 Unblinded Attachment	Unblinded_Attachment2.docx	11.3 KB
<a href="#">Download</a>	Renee Reviewer (Reviewer 3)	Rev1 Unblinded Attachment	Unblinded_Attachment1.docx	11.3 KB

[Main Menu](#)



# Configuring Open Peer Review for Authors

# Configuration: Author Role

Start with your **Author role** first!

**RoleManager > Author role > Allow Access to Reviewer Names and Reviews** – choosing one of the sub-permissions **After Final Decision** or **After First Decision**.

Edit Other Author E-mail Address

Allow Access to Reviewer Names and Reviews:

- After Final Decision of Accept, Reject or Reject and Transfer
- After First Decision

Send Ad Hoc E-mail

# Configuration: Author Role

You can either display or hide all elements of the review form to Authors.

**PolicyManager > Manuscript Rating Question Configuration > Overall Manuscript Rating Question Settings > Display Reviewer Manuscript Rating to Author**

## Overall Manuscript Rating Question Settings

Selecting these options allow Reviewers to enter a Manuscript Rating from 1-100 when submitting a review, and allow Editors to enter a rating from 1-100 when submitting a decision. If enabled, this rating is displayed for Editors on the Reviewer Selection pages and on some reports.

- Use Overall Reviewer Manuscript Rating
- Display Reviewer Manuscript Rating to Author
- Use Overall Editor Manuscript Rating

Cancel

Submit

# Configuration: Author Role

## PolicyManager > Reviewer Recommendation Policies > Match Review Forms to Article Types and Reviewer Roles

### Review Form and Manuscript Rating Configuration

In the grid below, please specify the Review Form to use for each Article Type / Reviewer Role combination. Checking "Use Manuscript Rating Questions" turns on Manuscript Rating Questions for Reviewers of the specified Article Types. Use the "Select" link to choose which Manuscript Rating Questions to use for the associated Article Type and Reviewer Role.

Cancel Submit

Display Manuscript Rating Question Responses to Author for all Reviewer Roles/Article Types

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

# Configuration: Author Role

PolicyManager > Reviewer Recommendation Policies > Create/Edit Review Forms

## Create Review Forms

Default Review Form [Edit](#)

[Add New Review Form](#)

[Create/Edit Custom Review Questions](#)

[Match Review Forms to](#)

[Return](#)

### 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 checked="" type="checkbox"/>	<a href="#">Remove</a>

[Update Item Order](#)



# Open Peer Review for Reviewers

# Options for Reviewers in Open Peer Review

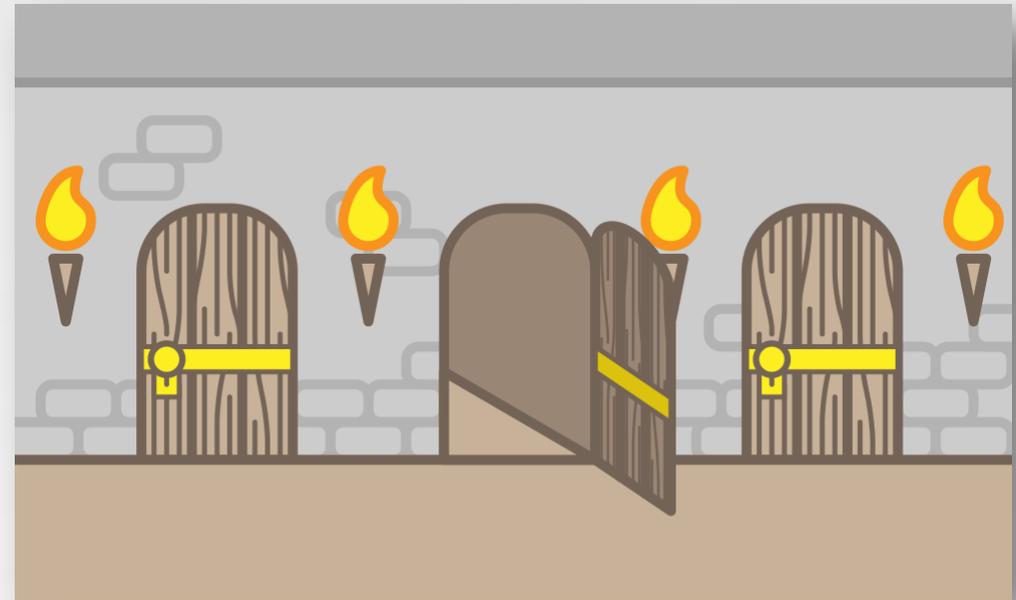


- In traditional peer review, the Reviewer RoleManager permission **“View Unblinded Comments”** is used. This gives access to unblinded reviews *after* the Author Notification letter is sent.
- Open Peer Review uses the RoleManager permission **“View Unblinded Reviews for Open Peer Review.”**

# Options for Reviewers in Open Peer Review

With OPR, at the invitation stage, Reviewers have more material they can access. They can see:

- Unblinded completed reviews for any prior revisions, **and;**
- Unblinded completed reviews for the current revision
- Decision letters for all revisions of the manuscript
- Unblinded Attachments for all revisions – if these are configured to be available to other reviewers.



# Options for Reviewers in Open Peer Review

The Reviewer can access unblinded Reviews in the following places:

- [New Invitations folder](#)
- [Pending Assignments folder](#)
- [Completed Assignments folder](#)
- [Submit Recommendation and Comments page \(aka the “Review Form”\)](#)
- [View Reviewer Comments page](#)
- [View Individual Reviewer Comments page](#)
- [View Attachments Page](#)

# What the Reviewer Sees: Unblinded Reviews at Invitation

This reviewer can see other Reviewer Comments and Decision Letter before they have even agreed to review the submission. Additionally...

Quicklinks

### New Reviewer Invitations for Andrew Reviewer

You have been invited to review the following manuscripts. Please Agree to review or Decline to review the manuscript.

Page: 1 of 1 (1 total submissions) 1

Action	Manuscript Number	Article Type	Article Title	Current Status	Date Reviewer Invited	Days Invitation Outstanding	Editor's Name	Classifications
<a href="#">View Abstract</a> <a href="#">Agree to Review</a> <a href="#">Decline to Review</a> <a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">Send E-mail</a>	DEMOJES-D-19-00027R1	Original Study	Test Title for Word doc	Required Reviews Completed	Jun 11 2019 02:47PM	0	Edwin Editor	10: <a href="#">First Major Term</a> 20: <a href="#">Second Major Term</a>

# What the Reviewer Sees: Attachments, Comments, and Decision Letters

...once they have agreed to review, you can permit the Reviewer to see unblinded attachments in addition to the comments and decision letter, giving further insight.

**Pending Reviewer Assignments for Randall Reviewer**

Page: 1 of 1 (1 total assignments)

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title
<a href="#">View Submission</a> <a href="#">View Attachments</a> <a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">Submit Recommendation</a> <a href="#">Send E-mail</a>	4	DEMOJES-D-19-00027R1	Original Study	Test Title for Word doc

Page: 1 of 1 (1 total assignments)

# What the Reviewer Sees: Unblinded Reviews/Comments

This reviewer can see other Reviewer Comments, in the same way that the Author can.

## View Reviewer Comments for Manuscript DEMOJES-D-19-00027R1 "Test Title for Word doc"

Click the Reviewer recommendation term to view the Reviewer comments.

	Revision 1	Original Submission
<a href="#">Rachel Reviewer (Reviewer 1)</a>	<a href="#">Minor Revision</a>	<a href="#">Major Revision</a>
<a href="#">Andrew Reviewer (Reviewer 2)</a>	<a href="#">Reviewer Invited</a>	<a href="#">Major Revision</a>
<a href="#">Erin Reviewer (Reviewer 3)</a>	<a href="#">Reviewer Invited</a>	<a href="#">Major Revision</a>
<a href="#">Randall Reviewer (Reviewer 4)</a>	<a href="#">Reviewer Invited</a>	<a href="#">Minor Revision</a>
<a href="#">Author Decision Letter</a>		<a href="#">Major Revision</a>

# What the Reviewer Sees: Unblinded Reviews

**DEMOJES-D-19-00027R1**  
**"Test Title for Word doc"**  
**Revision 1**

**Rachel Reviewer (Reviewer 1)**

<b>Reviewer Recommendation Term:</b>	Minor Revision	
<b>Overall Reviewer Manuscript Rating:</b>	N/A	
<b>Manuscript Rating Question(s):</b>	<b>Scale</b>	<b>Rating</b>
The subject addressed in this article is worthy of investigation.	[1-3]	2
The information presented was new.	[1-5]	3
The conclusions were supported by the data.	[1-10]	6

## Comments to Editor:

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:

## Comments to Author:

This still needs review for sections:

A: blah

B: blah blah

## Transfer Authorization

If this submission is transferred to another publication, do we have your consent to include your identifying information?  
If this submission is transferred to another publication, do we have your consent to include your review?  
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?

## Response

Yes  
Yes  
Yes

# What the Reviewer Sees: Unblinded Attachments

The reviewer can see unblinded attachments from all revisions

## Attachments for Manuscript Number DEMOJES-D-19-00027R1 "Test Title for Word doc"

Action	Uploaded By	Description	File Name	File Size
<b>Revision 1</b>				
<b>Original Submission</b>				
<a href="#">Download</a>	Randall Reviewer (Reviewer 4)	Rev4 Unblinded Attachment	Unblinded_Attachment1.docx	11.3 KB

[Main Menu](#)



# Configuring Open Peer Review for Reviewers

# Configuration: Reviewer Role

## Edit Role Definition

Role Name:\*

Maximum Role name is 40 characters.

Check the functions that this role is permitted to perform.

Expand All

Collapse All

- Permissions for New Reviewer Invitations
- Permissions for Pending Assignments and Completed Assignments
- Permissions for Completed Assignments Only
- General Permissions (Applicable to All Reviewer Pages)

### General Permissions (Applicable to All Reviewer Pages)

- View Manuscript Number
- View Article Type
- View Article Title
- View Status Date
- View Current Status
- View Assigning Editor
- View Author Decision Letter
  - View Unblinded Version
  - View Blinded Version
- View Un-Blinded Reviews for Open Peer Review
- View Other Reviewer's Comments to Author
- View Other Reviewer's Comments to Editor
- View Author's Response to Reviewer Comments
- View Reviewer's Own Review History
- Send Ad Hoc E-mail



# Transferring Reviews

# Transferring Reviews

- Review information can be transferred from an EM journal to a non-EM journal.
- Review information can be transferred from an EM journal to another EM journal.
- Reviewers are asked at the time of review if their information may be transferred.

# Transferring Reviews: Authorization Questions

Authorization questions drive what appears upon the transfer of the paper:

1. If this submission is transferred to another publication, do we have your consent to include your identifying information?
2. If this submission is transferred to another publication, do we have your consent to include your review?

If the answers are “yes” to both of the above, a third question appears:

3. 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?

# Transferring Reviews

One More Time: an appreciation of Daft Punk

Original Submission  
Reggie Reviewer (Reviewer 1)

Recommendation:  Overall Manuscript Rating (1-100):

## Transfer Authorization

### [Instructions]

\* If this submission is transferred to another publication, do we have your consent to include your identifying information?

Please Select Response  Yes  No

\* If this submission is transferred to another publication, do we have your consent to include your review?

Please Select Response  Yes  No

\* 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?

Please Select Response  Yes  No

# Transferring Reviews

- For EM-to-EM transfer, the submission lands in the “Transferred Submissions” folder on the receiving site.
- [View Transferred Information](#) action link appears.

Quicklinks

### Transferred Submissions - Ann M McLaughlin

?

Page: 1 of 1 (1 total submissions) 1

Action	Article Type	Section Category	Article Title	Author Name	Transferred From	Initial Date Submitted	Status Date	Current Status
<a href="#">Details</a> ▾ <a href="#">History</a> <a href="#">View Transferred Information</a> <a href="#">View Transferred Decision Letter</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send Back to Author</a> <a href="#">Remove Submission</a> <a href="#">Send E-mail</a>	Original Study		Test Title for Word doc	mary mary	DEMOJES - DEMO JES Site (CS Site)	Jun 11 2019 4:46:09:423PM	Jun 11 2019 4:46:09:423PM	Transferred Submission Received

# Transferring Reviews

## Transferred Information for "Test Title for Word doc"

Transferred from DEMO JES Site (CS Site)

Close

Print

[Only Show Transferred Reviews](#)

### Original Submission

**mary mary (Corresponding Author)**

[View Transferred Submission](#)

[View Transferred Decision Letter](#)

#### Reviewer 1

Rachel Reviewer

#### Reviewer 2

Andrew Reviewer

#### Reviewer 3

Erin Reviewer

#### Reviewer 4

Randall Reviewer

### Revision 1

**mary mary (Corresponding Author)**

[View Transferred Submission](#)

[View Transferred Decision Letter](#)

#### Reviewer 1

Rachel Reviewer

# Transferring Reviews: Reviewer 1

## Reviewer 1

### Rachel Reviewer

UNITED STATES

breviewer@ariestrash.com

**Recommendation:** Major Revision

**Overall Reviewer Manuscript Rating:**

**Date Reviewer Invited:** Jun 11 2019 02:08:02:597PM

**Date Review Completed:** Jun 11 2019 02:10:31:817PM

#### Transfer Authorization Questions

If this submission is transferred to another publication, do we have your consent to include your identifying information?

#### Response

Yes

If this submission is transferred to another publication, do we have your consent to include your review?

Yes

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?

Yes

#### Custom Review Question(s)

Are you willing to review the revision of this manuscript?

#### Response

Yes

#### Reviewer Blind Comments to Author:

This is a good start, however this article requires the below changes: Section A: blah Section B: blah blah Section C: blah blah blah

#### Reviewer Confidential Comments to Editor:

Is there a financial or other conflict of interest between your work and that of the authors? YES \_\_\_ NO \_X\_  
Please give a frank account of the strengths and weaknesses of the article: This is a good start, however this article requires the below changes: Section A: blah Section B: blah blah Section C: blah blah blah

# Transferring Reviews: Reviewer 2

## Reviewer 2

### Andrew Reviewer

UNITED STATES

andyrev@ariestrash.com

**Recommendation::** Minor Revision

**Overall Reviewer Manuscript Rating:**

**Date Reviewer Invited:** Dec 17, 2018

**Date Review Completed:** Dec 17, 2018

#### Transfer Authorization Questions

If this submission is transferred to another publication, do we have your consent to include your identifying information?

#### Response

Yes

If this submission is transferred to another publication, do we have your consent to include your review?

Yes

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?

No

#### Custom Review Question(s)

#### Response

Are you willing to review the revision of this manuscript?

1

#### Reviewer Blind Comments to Author:

It needs a re-write.

#### Reviewer Confidential Comments to Editor:

Work to do.

# Transferring Reviews: Reviewer 3

## Reviewer 3

*(This Reviewer declined to transfer identifying information.)*

**Recommendation::** Major Revision

**Overall Reviewer Manuscript Rating:**

**Date Reviewer Invited:** Dec 17, 2018

**Date Review Completed:** Dec 17, 2018

### Transfer Authorization Questions

If this submission is transferred to another publication, do we have your consent to include your identifying information?

### Response

No

If this submission is transferred to another publication, do we have your consent to include your review?

Yes

### Custom Review Question(s)

Are you willing to review the revision of this manuscript?

### Response

1

### Reviewer Blind Comments to Author:

I am pretty appalled at this

### Reviewer Confidential Comments to Editor:

Maybe transfer?

# Transferring Reviews

The “View Transferred Information” action link displays in multiple areas within EM on the receiving site



# Transferring Reviews: Transferred Submissions Folder

## Managing Editor Main Menu

### Submissions With:

0 Reviews Complete  
0

1 Reviews Complete  
1

2 Reviews Complete  
0

3 Reviews Complete  
0

4 Reviews Complete  
0

Quicklinks

## Transferred Submissions - Ann M McLaughlin



Page: 1 of 1 (2 total submissions)

1

Action	Article Type	Section Category	Article Title	Author Name	Transferred From	Initial Date Submitted	Status Date	Current Status	Edit Submission Status
<ul style="list-style-type: none"><li>Details</li><li>History</li><li>View Transferred Information</li><li>View Transferred Decision Letter</li><li>File Inventory</li><li>Edit Submission</li><li>Send Back to Author</li><li>Remove Submission</li><li>Send E-mail</li></ul>	Original Study		Test Title for Word doc	mary mary	DEMOJES - DEMO JES Site (CS Site)	Jun 11 2019 4:46:09:423PM	Jun 11 2019 4:46:09:423PM	Transferred Submission Received	

New Assignments (0)

Submissions with Required Reviews Complete (1)

Submissions Requiring Additional Reviewers (0)

Submissions with One or More Late Reviews (0)



# Transferring Reviews: Details Page

Quicklinks

Transferred Submissions - Ann M McLaughlin

Page: 1 of 1 (2 total submissions) 1

Action	Article Type	Section Category	Article Title	Author Name	Transferred From	Initial Date Submitted	Status Date	Current Status	Edit Submission Status
<a href="#">Details</a> <a href="#">History</a> <a href="#">View Transferred Information</a> <a href="#">View Transferred Decision Letter</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Send Back to</a> <a href="#">Remove Submission</a> <a href="#">Send E-mail</a>					DEMOJES			Transferred	

**Transferred from:** DEMOJES - DEMO JES Site (CS Site)

**More Information:** [Transfer Letter from DEMOJES](#)

**Transmittal Form:** [Link to Transmittal Form](#)

**Transfer Information**

**Suggested Reviewers:** Reginald Reviewer  
reg@ariestrash.com  
Has done work in this field

**Manuscript Number:**

**DOI:**

# Transferring Reviews: View Reviews and Comments Page

Action	Manuscript Number	Article Type	Section Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor with Current Responsibility	Review Status	Editor Decision
<a href="#">View Submission</a> <a href="#">Duplicate Submission Check (70%)</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Classifications</a> <a href="#">Unassign Editor</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Invite For Review</a> <a href="#">Solicit For Review</a> <a href="#">Notify For Review</a> <a href="#">View Reviews</a> <a href="#">Set Final Decision</a> <a href="#">Initiate Review</a> <a href="#">Similar Publications</a> <a href="#">Scopus Publications</a> <a href="#">Science Publications</a> <a href="#">Scopus Publications</a> <a href="#">Send Email</a> <a href="#">Linked</a>											

## View Reviews and Comments for Manuscript DEMO-AR147 "Test Title for Word doc" Original Submission

Click the recommendation term to view the comments for the submission.

[Attachments \(0\)](#)

[View Manuscript Rating Card](#)

[View Review Question Responses](#)

[View Transferred Information](#)

	Original Submission
<a href="#">Russell Brand (Reviewer 1)</a>	<a href="#">Minor Revision</a>
<a href="#">Scott Farmer (Associate Editor)</a>	
<a href="#">Author Decision Letter</a>	
<a href="#">mary mary (Author)</a>	

Close

# Transferring Reviews: Editor's Decision and Comments Page

Action	Manuscript Number	Article Type	Section/Category	Article Title
<a href="#">View Submission Details</a> <a href="#">Initiate Discussion History</a> <a href="#">File Inventory</a> <a href="#">Edit Submission</a> <a href="#">Classifications</a> <a href="#">Assign Editor</a> <a href="#">Unassign Editor</a> <a href="#">Invite Reviewers</a> <a href="#">Solicit Commentary</a> <a href="#">View Reviews and Comments</a> <a href="#">Set Final Disposition</a>	DEMO-AR147	Original Study		Test Title for Word doc

Proxying for Scott Farmer - Associate Editor

To exit proxy mode, click 'Logout'.

Associate Editor Decision and Comments for Manuscript Number DEMO-AR147

Test Title for Word doc

Original Submission  
Scott Farmer (Associate Editor)

Decision:  Overall Editor Manuscript Rating (1-100):

[Cancel](#) [Save & Submit Later](#) [Proof & Print](#) [Proceed](#)

[Details](#) [History](#) [Attachments \(0\)](#) [Assign Editor](#) [Invite Reviewers](#) [View Manuscript Rating Card](#) [View Review Question Responses](#) [View Transferred Information](#) [Send E-mail](#)

Original Submission	
Russell Brand (Reviewer 1)	Minor Revision
Scott Farmer (Associate Editor)	Assigned - No Decision
Author Decision Letter	
mary mary (Author)	

# Transferring Reviews

- Transferred Reviews are **read only** in the receiving journal - Reviewer records are not created for each transferred review / reviewer.
- Transferred Reviews are **not** directly available to Author or Reviewers on the receiving site, but...
- ...they can be copied and pasted into letters.
- Also, a %TRANSFERRED\_REVIEWS% merge field can be included in the Transfer Letter deposited in the receiving journal.
- Lastly, review information from Journal A only goes from A to B, not on to C. Review information from B would go to C, but not to D, etc.

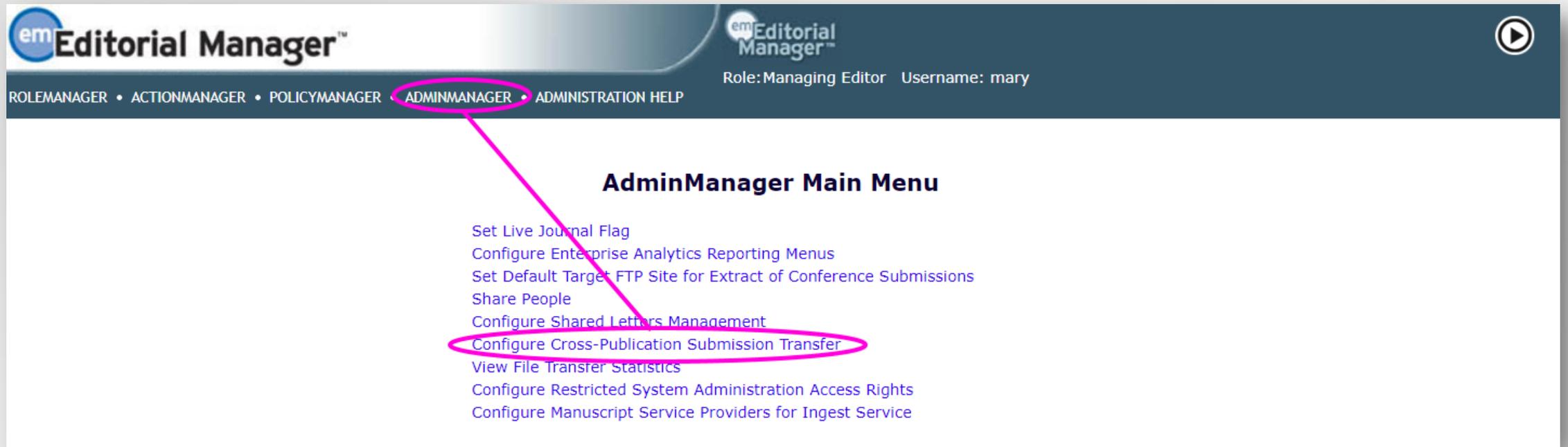


# Configuring Review Transfers

# Transferring Reviews: Configurations

To enable the Transfer Authorization Questions on your site, you must first set up your site to transfer submissions to another journal in AdminManager:

**AdminManager > “Configure Cross-Publication Submission Transfer”**



The screenshot displays the Editorial Manager AdminManager interface. The top navigation bar includes the Editorial Manager logo, a user profile (Role: Managing Editor, Username: mary), and a list of menu items: ROLEMANAGER, ACTIONMANAGER, POLICYMANAGER, ADMINMANAGER, and ADMINISTRATION HELP. The ADMINMANAGER item is circled in pink. Below the navigation bar, the 'AdminManager Main Menu' is displayed, listing several configuration options. The option 'Configure Cross-Publication Submission Transfer' is circled in pink, and a pink arrow points from the circled ADMINMANAGER menu item to this option.

**em Editorial Manager™**

em Editorial Manager™

Role: Managing Editor Username: mary

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • **ADMINMANAGER** • ADMINISTRATION HELP

### AdminManager Main Menu

- Set Live Journal Flag
- Configure Enterprise Analytics Reporting Menus
- Set Default Target FTP Site for Extract of Conference Submissions
- Share People
- Configure Shared Letters Management
- Configure Cross-Publication Submission Transfer**
- View File Transfer Statistics
- Configure Restricted System Administration Access Rights
- Configure Manuscript Service Providers for Ingest Service

# Transferring Reviews: Configurations

PolicyManager > “Reviewer Recommendation Policies” section > Create/Edit Review Forms link

- Once you’ve enabled Submission Transfers, the Transfer Authorization Questions will display (in disabled mode) on the Review Form configuration page.
- You can set them to display on the Review Form, just as you would a Custom Review Question

### Add 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](#)

**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 type="checkbox"/>
If this submission is transferred to another publication, do we have your consent to include your review?	<input 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 type="checkbox"/>



# Discussion Forums for Open Peer Review

# Discussion Forums

Discussion Forum functionality allows Reviewers and Editors to participate in a discussion.

- The discussion automatically initiates when an Editor is assigned to handle a submission.
- The Editor and Special Relationship Editor are added to the discussion automatically.
- Reviewers are added to the discussion *once they agree* to review (but are inactive, until...)
- *After* they submit a review (so, Reviewers can only participate once their review has been completed).



# Discussion Forums for Editors

# Discussion Forums: Editor Interface

## Discussion for Manuscript Number: DEMOJES-D-19-00006 Allan Author "ICS 1"

[Cancel](#)[Save and Close](#)[Conclude Discussion](#)

Write your Editor instructions for the Discussion here

[Participant Summary](#)[View Submission](#)[View Reviews and Comments](#)[File Inventory](#)[Add/Edit Submission Flags](#)[Details](#)

### Topic:

Discussion Among Reviewers

[View/Print All](#)

### Comments:

[Post](#)

Participant ▲▼	Comments	Date ▲▼
Elena Editor	● I am interesting in hearing from Andrew Reviewer.	Jun 12 2019 12:50PM
Victoria Reviewer (Reviewer 3)	● I thought the same, but I believe that perhaps there are even more areas for improvement. <a href="#">(less...)</a>	Jun 12 2019 12:48PM
Renee Reviewer (Reviewer 2)	I thought this manuscript was scientifically sound, but there are some major areas for improvement. Namely, sections A, B, and C. <a href="#">(less...)</a>	Jun 12 2019 12:37PM
mary mary	Please review the manuscript and use this discussion forum to discuss among yourselves. <a href="#">(less...)</a>	Jun 12 2019 12:28PM

[Add Participants](#)

# Discussion Forums: Editor Interface

Reviewer participants are kept in a separate section for ease

Editor Participants								
Editor Participant	Role	# Posts	Latest Post	Participant Status	View Reviews and Comments	Download Files	View Draft Decision Letter	
Elena Editor	Editor	1	Jun 12 2019 12:50PM	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send E-mail</a>
mary mary	Managing Editor	1	Jun 12 2019 12:28PM	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Send E-mail</a>

Reviewer Participants								
Reviewer Participant	Role	# Posts	Latest Post	Participant Status	Reviewer Number	Complete Reviews Submitted for Versions	Status of Most Recent Review Assignment	
Renee Reviewer	Statistical Reviewer	1	Jun 12 2019 12:37PM	Active	Reviewer 2	R0	R0: Review Complete	<a href="#">Send E-mail</a>
Victoria Reviewer	Reviewer	1	Jun 12 2019 12:48PM	Active	Reviewer 3	R0	R0: Review Complete	<a href="#">Send E-mail</a>
Andrew Reviewer	Reviewer	0		Inactive	Reviewer 4		R0: Agreed to Review	-
Renee Reviewer	Reviewer	0		Inactive	Reviewer 1		R0: Un-assigned After Agreeing to Review	-

Reviewer Participant	Role	# Posts	Latest Post	Participant Status	Reviewer Number	Complete Reviews Submitted for Versions	Status of Most Recent Review Assignment	
Renee Reviewer	Statistical Reviewer	1	Jun 12 2019 12:37PM	Active	Reviewer 2	R0	R0: Review Complete	<a href="#">Send E-mail</a>
Victoria Reviewer	Reviewer	1	Jun 12 2019 12:48PM	Active	Reviewer 3	R0	R0: Review Complete	<a href="#">Send E-mail</a>
Andrew Reviewer	Reviewer	0		Inactive	Reviewer 4		R0: Agreed to Review	-
Renee Reviewer	Reviewer	0		Inactive	Reviewer 1		R0: Un-assigned After Agreeing to Review	-

# Discussion Forums: Editor Interface

When a discussion is initiated, the initial Editor comments are visible on the right. As the discussion continues...

**Comments:**

Greetings, fellow reviewers! I think this manuscript is well written

Post

Participant	Comments
mary mary	Please review the manuscript and discuss here.

# Discussion Forums: Editor Interface

...the area on the right becomes populated with the comments made.

**Discussion for Manuscript Number: DEMOJES-D-19-00006**  
**"ICS 1"**

[Close](#)

Write your Reviewer instructions for the Discussion here

[View Reviewer Comments](#)

**Topic: Discussion Among Reviewers**

**Comments:**

Andy, here! I disagree with you. I think that only Section A needs to be changed.

[View/Print All](#)

Participant	Comments	Date
Elena Editor	● I am interesting in hearing from Andrew Reviewer.	Jun 12 2019 12:50PM
Victoria Reviewer <i>(Reviewer 3)</i>	● I thought the same, but I believe that perhaps there are even more areas <a href="#">(more...)</a>	Jun 12 2019 12:48PM
Renee Reviewer <i>(Reviewer 2)</i>	● I thought this manuscript was scientifically sound, but there are some <a href="#">(more...)</a>	Jun 12 2019 12:37PM
mary mary	● Please review the manuscript and use this discussion forum to discuss among <a href="#">(more...)</a>	Jun 12 2019 12:28PM

# Discussion Forums: Notifications

Participants in the discussion can receive email notifications of comments posted:



Ref.: Ms. No. DEMOJES-D-19-00006

ICS 1

Mr. Allan Author

DEMO JES Site (CS Site)

Dear mary,

All reviews for manuscript DEMOJES-D-19-00006 have been submitted.

Click on this link to access the submission:

<https://www.editorialmanager.com/demojes/l.asp?i=938&l=CFO2FHFB>

Kind regards,

DEMO JES Site (CS Site)

# Discussion Forums: Add Participants

You can add participants from the Editor pool...

[View/Print All](#)

Participant ▲▼	Comments	Date ▲▼
Andrew Reviewer <i>(Reviewer 4)</i>	● Andy, here! I disagree with you. I think that only Section A needs to be <a href="#">(more...)</a>	Jun 12 2019 01:27PM
Elena Editor	I am interesting in hearing from Andrew Reviewer.	Jun 12 2019 12:50PM
Victoria Reviewer <i>(Reviewer 3)</i>	I thought the same, but I believe that perhaps there are even more areas <a href="#">(more...)</a>	Jun 12 2019 12:48PM
Renee Reviewer <i>(Reviewer 2)</i>	I thought this manuscript was scientifically sound, but there are some <a href="#">(more...)</a>	Jun 12 2019 12:37PM
mary mary	Please review the manuscript and use this discussion forum to discuss among <a href="#">(more...)</a>	Jun 12 2019 12:28PM

[Add Participants](#)

# Discussion Forums: Add Participants

## Add Participants to Discussion for Manuscript Number: DEMOJES-D-19-00006

Allan Author

"ICS 1"

Topic	Discussion Among Reviewers
Comments	Please join the discussion about this manuscript, which the reviewers are already discussing.

### Manuscript Classifications

(1) First Major Term ; (2) Second Major Term

### Editor Candidates

Search Again

Page: 1 of 2 (15 total candidates)

1 2 >> >|

Display 10 results per page.

Select	Editor Role	Editor Name	Current Assignments	View Reviews and Comments	Download Files(source and companion)	View Draft Decision Letter	# Classification Matches	Classification Matches	Available during next 30 days
<input checked="" type="checkbox"/>	Associate Editor	Eileen AssocEd	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Editor	Edgar Editor	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Editor	Edwin Editor	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input checked="" type="checkbox"/>	Editor (This editor is already assigned to the current submission) (Current participant in the discussion)	Elena Editor	2				0		Yes
<input type="checkbox"/>	Editor	Ellen Editor	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Editor	Alexander Frye	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Editor	Liz Nolf	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Editorial Assistant	Matt Cameron	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	Yes
<input type="checkbox"/>	Editor-in-Chief	Eddie EdChief	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes
<input type="checkbox"/>	Managing Editor	Calvin Cantor	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		Yes

# Discussion Forums: Add Participants

## Editor Participants

Editor Participant ▲▼	Role ▲▼	# Posts	Latest Post	Participant Status ▲▼	View Reviews and Comments	Download Files	View Draft Decision Letter	
Eileen AssocEd ▾	Associate Editor	0		Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send E-mail</a>
Elena Editor ▾	Editor	1	Jun 12 2019 12:50PM	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Send E-mail</a>
mary mary ▾	Managing Editor	2	Jun 12 2019 01:35PM	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Send E-mail</a>



# Discussion Forums for Reviewers

# Discussion Forums: Reviewer Interface

The Reviewer sees the **Discussion** action link *after* submitting a Review...

Completed Reviewer Assignments for Renee Reviewer				
Page: 1 of 1 (2 total assignments)				
Action	My Reviewer Number	Manuscript Number	Article Type	Article Title
<a href="#">Discussion <sup>1</sup></a> <a href="#">View Reviewer Comments</a> <a href="#">Send E-mail</a>	2	DEMOJES-D-19-00006	Original Study	ICS 1

# Discussion Forums: Reviewer Interface

...they also see it on the *Review Thank You* landing page following completion of their Review.

## Review Thank You

Thank you for reviewing Manuscript Number DEMOJES-D-19-00006.

[Discussion](#)  
[Return to Main Menu](#)

# Discussion Forums: Reviewer Interface

## Discussion for Manuscript Number: DEMOJES-D-19-00006 "ICS 1"

Close

Write your Reviewer instructions for the Discussion here

[View Reviewer Comments](#)

### Topic: Discussion Among Reviewers

#### Comments:

Post

View/Print All

Participant ▲ ▼	Comments	Date ▲ ▼
Renee Reviewer (Reviewer 2)	● I thought this manuscript was scientifically sound, but there are some (more...)	Jun 12 2019 12:37PM
mary mary	● Please review the manuscript and use this discussion forum to discuss among (more...)	Jun 12 2019 12:28PM

# Discussion Forums: Reviewer Interface

## View Reviewer Comments for Manuscript DEMOJES-D-19-00006 "ICS 1"

Click the Reviewer recommendation term to view the Reviewer comments.

	Original Submission
<a href="#">Renee Reviewer (Reviewer 2)</a>	<a href="#">Major Revision</a>
<a href="#">Victoria Reviewer (Reviewer 3)</a>	<a href="#">Minor Revision</a>
<a href="#">Author Decision Letter</a>	

Close

# Discussion Forums: Reviewer Interface

**Completed Reviewer Assignments for Renee Reviewer**

Page: 1 of 1 (3 total assignments)

<b>Action</b>	<b>My Reviewer Number</b>	<b>Manuscript Number</b>	<b>Article Type</b>	<b>Article Title</b>
Discussion <b>6</b> <a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">Send E-mail</a>	2	DEMOJES-D-19-0000 R1	Original Study	ICS 1
Discussion <b>6</b> <a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">Send E-mail</a>	2	DEMOJES-D-19-00006	Original Study	ICS 1
<a href="#">View Reviewer Comments</a> <a href="#">View Decision Letter</a> <a href="#">View Attachments</a> <a href="#">Send E-mail</a>	3	DEMOJES-D-19-00028	Original Study	Attachments Visible to Author - 2



# Configuring Discussion Forums

# Discussion Forums: Configuration

PolicyManager > “Discussion Forums” section > Configure Discussion Topic Templates

**PolicyManager Main Menu**

---

[Expand All](#)   [Collapse All](#)

- [+ Registration and Login Policies](#)
- [+ Status Policies](#)
- [+ Submission Policies](#)
- [+ Questionnaire Policies](#)
- [+ Additional Data Policies](#)
- [+ Editor Assignment Policies](#)
- [+ Reviewer and Editor Form Policies](#)
- [+ E-mail and Letter Policies](#)
- [+ General Policies](#)
- [- Discussion Forums](#)
  - [Configure Discussion Forum Settings](#)
  - [Configure Discussion Topic Templates](#)
  - [Configure Automatic Discussion Initiation](#)
- [+ Linked Submissions Policies](#)
- [+ Conference Submission Policies](#)
- [+ Transmittal Policies](#)
- [+ !\[\]\(aa9b36e8b875671c3bd80877dcf5daf3\_img.jpg\) ProduXion Manager](#)

# Discussion Forums: Configuration

Choose Reviewer Consultation as a template type; add a name and comments.

## Add Discussion Topic Template

There are two types of discussions: Editor Consultation and Reviewer Consultation. The set of configuration options differs slightly for the two types. ([more...](#))

**Discussion Topic Template Type** Reviewer Consultation ▾ [Open Special Character Palette](#)

<b>Discussion Topic Template Name</b>	Reviewer Consultation
<i>'Initiate Discussion' Page Custom Instructions</i>	
<b>Topic</b>	Discussion Among Reviewers <input type="checkbox"/> <i>Allow user to modify Topic name when initiating a discussion</i>
<b>Initial Comments</b>	Please review the manuscript and use this discussion forum to discuss among yourselves. <input type="checkbox"/> <i>Allow user to modify Initial Comments when initiating a discussion</i>

# Discussion Forums: Configuration

There are default options for Editors on this screen too.

<b>Default Editor Participant Permissions</b>	<input type="checkbox"/> View Reviews and Comments <input type="checkbox"/> Download Files (source and companion) <input type="checkbox"/> View Draft Decision Letter
<b>Editor Access to 'Details' Link</b>	<input checked="" type="checkbox"/> Display 'Details' link in Submissions with Active Discussions folder and on Discussion page.  Select the Details Page Layout that participants should see if they are not in the Editor chain and do not have RoleManager permission to 'View All Submissions' or 'Search All Manuscripts.'  Editorial Details Layout Configured for the Editor's Role ▼

# Discussion Forums: Configuration

Select notifications for the participants to receive

<b>Editor Discussion Letters</b>	<p>Select the Letter to send asking Editors to participate:</p> <p>Discussion Forum Invitation</p> <hr/> <p>Select the notification letter to send to Editors when comments are posted:</p> <p>Discussion Forum Notification</p> <p><input checked="" type="radio"/> Notify discussion initiator only</p> <p><input type="radio"/> Notify all active Editor participants</p>
<b>Reviewer Discussion Letters</b>	<p>Select the Letter to send asking Reviewers to participate:</p> <p>Discussion Forum Invitation</p> <hr/> <p>Select the notification letter to send to Reviewers when comments are posted.</p> <p>Discussion Forum Notification</p>

# Discussion Forums: Configuration

PolicyManager > “Discussion Forums” section > Configure Automatic Discussion Initiation

**PolicyManager Main Menu**

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[Expand All](#)   [Collapse All](#)

- Registration and Login Policies**
- Status Policies**
- Submission Policies**
- Questionnaire Policies**
- Additional Data Policies**
- Editor Assignment Policies**
- Reviewer and Editor Form Policies**
- E-mail and Letter Policies**
- General Policies**
- Discussion Forums**
  - [Configure Discussion Forum Settings](#)
  - [Configure Discussion Topic Templates](#)
  - [Configure Automatic Discussion Initiation](#)
- Linked Submissions Policies**
- Conference Submission Policies**
- Transmittal Policies**
-  **ProDuXion Manager**

# Discussion Forums: Configuration

## Configure Automatic Discussion Initiation

In the grid below, for each Article Type, you may specify the types of discussions to be opened automatically for a submission based on a Discussion Trigger. [\(more...\)](#)

Article Type	Discussion Trigger	Editor Agrees to Assignment	First Editor Confirmed
Original Study	<input type="checkbox"/> Initiate Editor Consultation Discussion Automatically Editor Roles: <span style="float: right;"><a href="#">Select All</a> <a href="#">Clear All</a></span> <ul style="list-style-type: none"><li>Associate Editor</li><li>Editor</li><li>Editor-in-Chief</li><li>Managing Editor</li></ul> Editor Consultation Topic Templates: <input type="text" value="Please Choose a Topic Template"/>	<input checked="" type="checkbox"/> Initiate Reviewer Consultation Discussion Automatically Reviewer Consultation Topic Templates: <input type="text" value="Please Choose a Topic Template"/> <input type="text" value="Please Choose a Topic Template"/> <input type="text" value="Reviewer Consultation"/>	

# Discussion Forums: Configuration

PolicyManager > “Discussion Forums” section > Configure Discussion Forum Settings

**PolicyManager Main Menu**

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[Expand All](#)   [Collapse All](#)

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# Discussion Forums: Configuration

## Configure Discussion Forum Settings

### Custom Instructions

[Open Special Character Palette](#)

Enter any instructions that you would like to appear on the Editor version of the Discussion page.

Write your Editor instructions for the Discussion here

Enter any instructions that you would like to appear on the Reviewer version of the Discussion page.

Write your Reviewer instructions for the Discussion here

### Deep Link Expirations

Please specify how long the Discussion Deep Links (%DISCUSSION\_DEEP\_LINK% and %REVIEWER\_DISCUSSION\_DEEP\_LINK%) remain active. To keep the links active indefinitely, do not check any of the boxes. If all boxes are checked, each link expires when the first criterion is met.

- Expire link after  clicks
- Expire link after  days
- Expire when discussion is concluded

### Discussion Indicators

If the checkbox below is selected, discussion badges (e.g. **17**) are displayed to alert a user when new comments have been posted to discussions. Also, on the Discussion page, a blue dot is displayed at the beginning of each new comment to indicate at a glance which comments are new.

- Display Discussion Indicators



# Discussion Forums: Configuration

RoleManager > Edit Reviewer > “General Permissions” section

**General Permissions (Applicable to All Reviewer Pages)**

- View Manuscript Number
- View Article Type
- View Article Title
- View Status Date
- View Current Status
- View Assigning Editor
- View Author Decision Letter
  - View Unblinded Version
  - View Blinded Version
- View Un-Blinded Reviews for Open Peer Review
- View Other Reviewer's Comments to Author
- View Other Reviewer's Comments to Editor
- View Author's Response to Reviewer Comments
- View Reviewer's Own Review History
- Send Ad Hoc E-mail
- Search Similar Articles in MEDLINE
- Search Author Publications in MEDLINE

Bibliographic Search

- Publons w/ Abstract

# Discussion Forums: Configuration

PolicyManager > Reviewer Recommendation Policies > Create/Edit 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).

**Custom Review Questions**

Order	Question	Required for Submission	Visible to Other Reviewers	Visible to Author	Actions
<input type="text" value="1"/>	Are you willing to review the revision of this manuscript?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Remove</a>
<input type="text" value="2"/>	Can the author and other reviewers see my comments on this manuscript?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Remove</a>

# Questions?



# Thank You!



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