

Dear Editor,

In the following you find some screenshots to help you managing the Reviewing Process within ManuscriptCentral.

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General

This short document is written without reference to a specific website. Some names displayed in your specific website may be different, e.g the name of your Editor center.

The submission and review process

The online submission and reviewing system "Manuscript Central" works as follows:

- Author submits manuscript files, for review purposes these are combined to a PDF version..
- This PDF is made available online to the Reviewer, i.e. it is not sent by email.
- Reviewers are 1. first invited , 2. then this invitation is confirmed (or not); this is called "assign".
- Once a Reviewer has accepted, an automated reminder schedule kicks in.
- When all reviews are, in the Editor is notified and can take his decision.

Logging in to Journal Website

To access the manuscript, **login** to the web submission site which has an address starting with <http://mc.manuscriptcentral.com/>

Please note that your login information is CASE SENSITIVE.

Should you not remember you access data, use the "password help" section on the website.

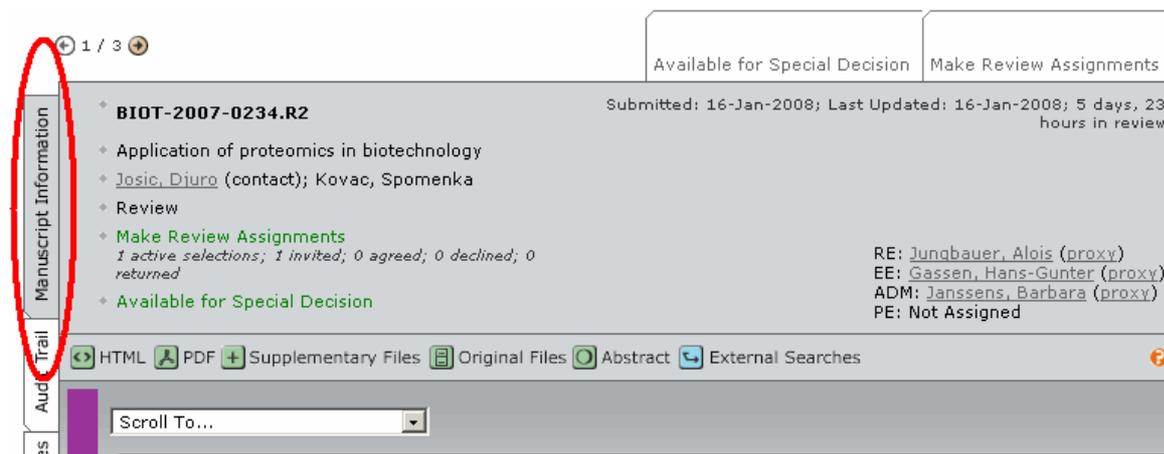
Once you are logged in, the Main Menu will be displayed. Please click on the Editor Center (other common names are: Review Editor Center / Associate Editor Center / Action Editor Center), where you will find the manuscripts assigned to you. When they come in, they are listed under **"Awaiting Reviewer Selections"**. Please click on this underlined list name.

Hint: if you click on the underlined number next to the list name you jump to the first manuscript directly.

Viewing Manuscript and accompanying information

To view the manuscript in a separate window you can click on "View Submission" link next to manuscript title.

To view the complete manuscript information click on the "Take Action" button, then click on the tab "manuscript information" at the left - see screen shot. Here you can scroll down and view the authors cover letter etc.

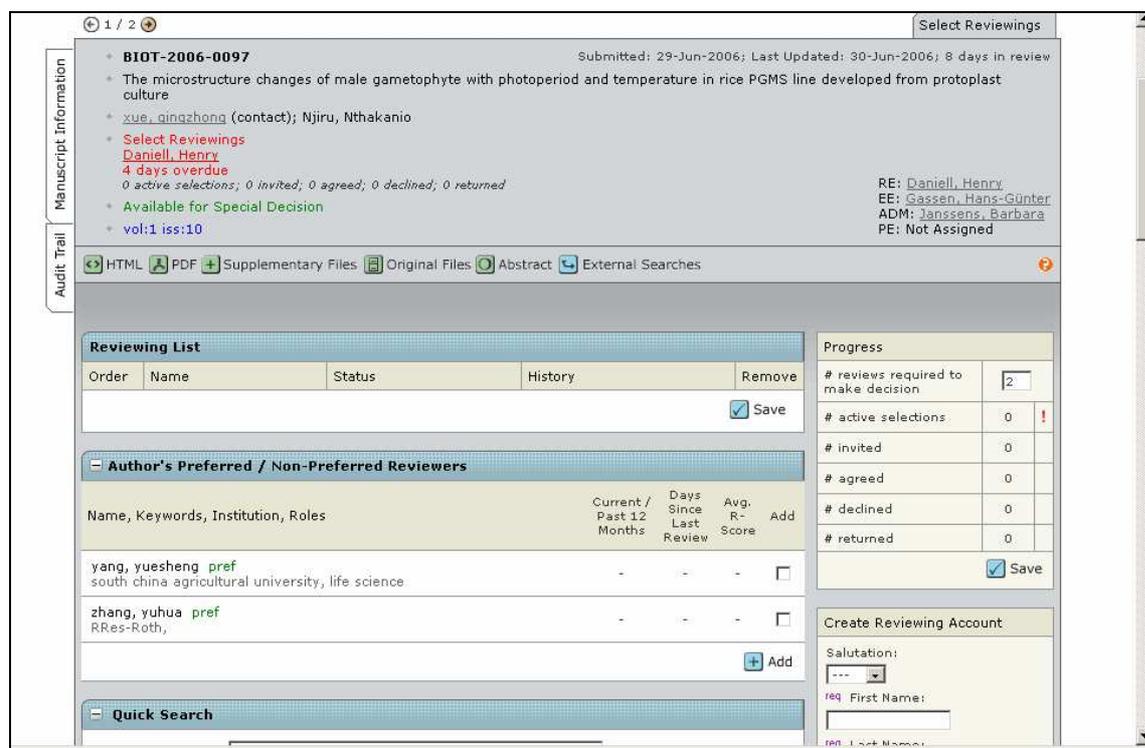


Managing the Reviews

To select Reviewers click on the "Take Action" button. This will change the screen.

Step 1 - Select Reviewers

You may just use the Reviewers designated by the author as **Preferred Reviewer**. Click in the box behind the name and then click on the blue "Add" button.



Accepting a Reviewer proposed by the author

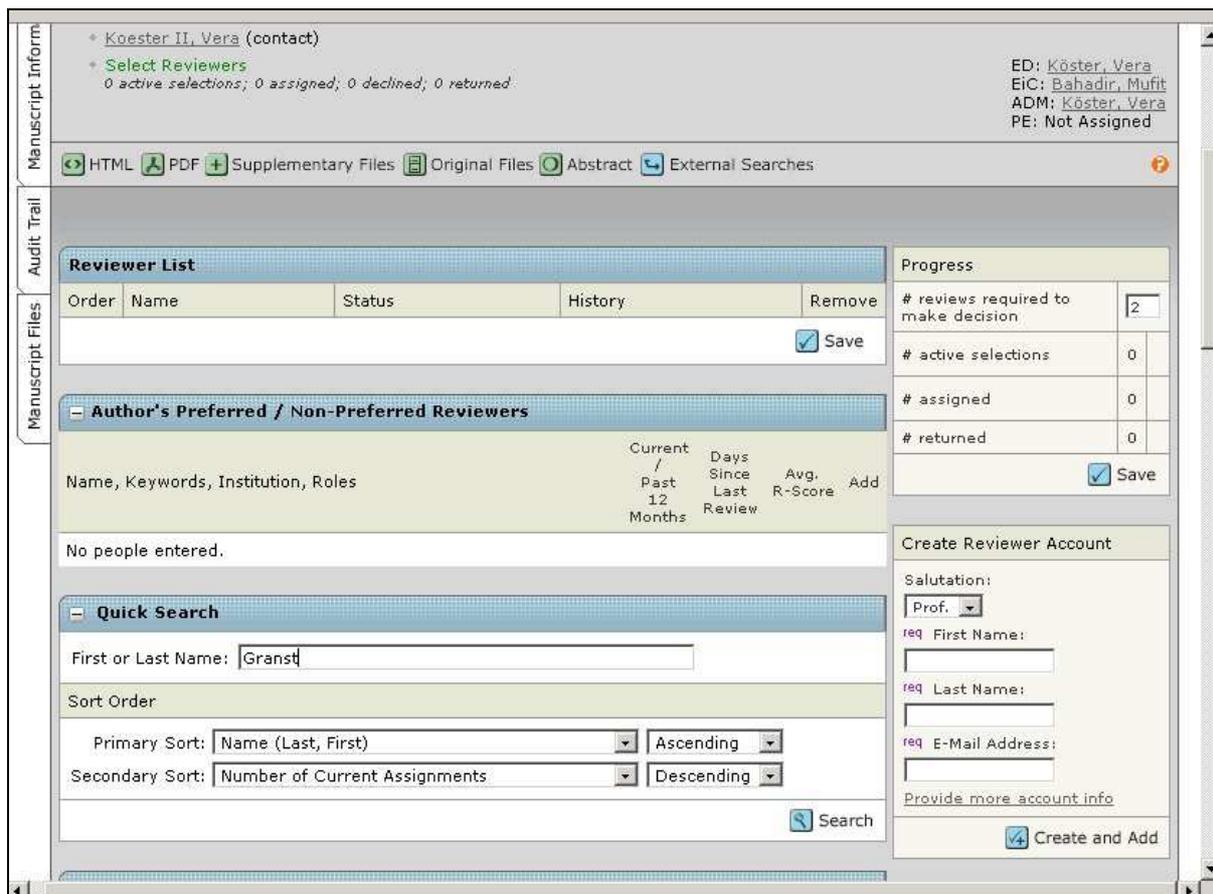
If you want to invite other Reviewers than suggested by the Author, proceed as follows

If you know a Reviewer: do a search for the first or last name ("Quick Search" see Fig 2 below).

Two options:

- If the Reviewer is found in the address database of the system, you just click in the box behind the name and then click on the blue "Add" button.
- If the Reviewer is not found, please create a reviewing account by filling in the "Create Reviewing Account" on the right (Fig 2).

Reviewer Handling Instruction in ManuscriptCentral



Finding a known Reviewer by name "Quick Search" or creating an online account for him/her.

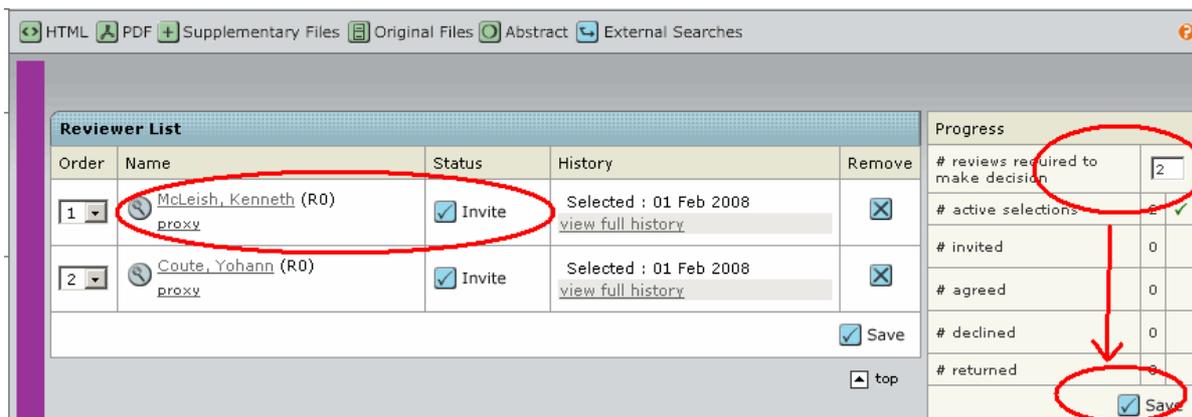
b.If you do not know a Reviewer. In this case you have several search functions as described below.

Step 2 - Invite Reviewer

To **invite a Reviewer**, click on the button "Invite", after which an automatic e-mail comes up – it is always possible to edit these emails as you please.

Note you can set the number of "required reviews" - when this number of reviews has come in, the paper will be considered as "ready for decision" by the system.

Reviewer Handling Instruction in ManuscriptCentral

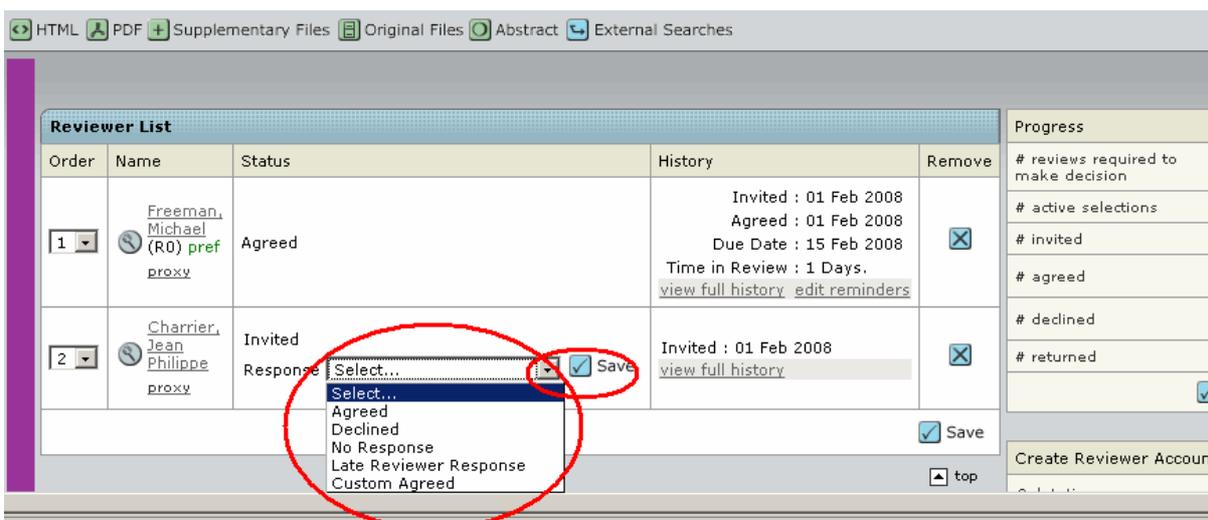


Inviting a Reviewer / setting the number of required reviews.

Step 3 - Confirm ("assign") invited Reviewer

Usually in the invitation email a link is given for the Reviewers to reply with a mouseclick. If this happens the reply is recorded automatically in the system.

Alternatively, should the Reviewer inform you outside of the system his reply needs to be registered (see figure below) - select the Reviewers reply from the dropdown list, then click "save"



Entering a Reviewers reply - select from dropdown and click "save" icon.

Note that it is only after accepting the invitation that a Reviewer has access to the manuscript!

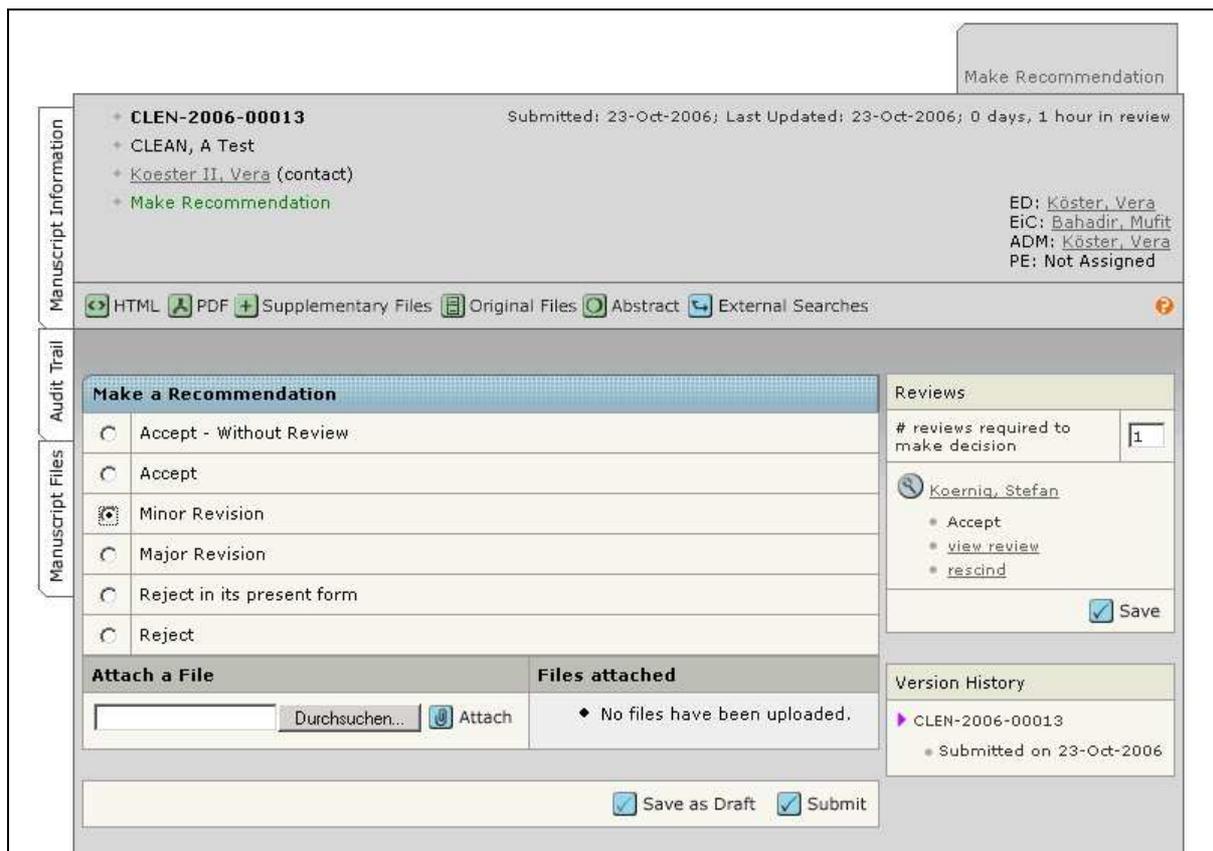
Taking a decision without further review

Simply set the value of "# reviews required to make decision" to zero and click "save".

When all Reviews are in

Once the set number of reviews is completed, you will be notified by email.

Log into the system, click on the “Editor Center”, where you will find the manuscript listed under “Awaiting Recommendation” or similar.



Submitting your decision (to author) / recommendation (to Editor-in-Chief).

You can view the submitted review form/s ("score sheet/s") in the section "Reviews" in the right of the screen - see screen shot above.

Note: If you need more reviewers you can change the "# of reviews required to make decision" accordingly; this will re-open the screen where you can invite Reviewers

Based on the available information you can

By clicking the button “Submit” you finish your work as Editor ; an editable e-mail comes up with which you communicate your finding to the Editor (or Author, depending on journal workflow).

Revised Manuscripts

When a revision of a manuscript is submitted, you will be notified by email. Reviewer management works the same as explained above.

The Reviewer who indicated on his scoresheet he wants to see the manuscript again, is automatically listed in the "Reviewer List". To invite him/her for reviewing, please click the "Invite" button.

The screenshot shows the ManuscriptCentral interface. At the top, it indicates "1 days overdue" and "0 active selections; 0 assigned; 0 declined; 0 returned". The user is identified as "ADM: Koster, Vera" with "PE: Not Assigned". Below this, there are navigation options for HTML, PDF, Supplementary Files, Original Files, Abstract, and External Searches. The main section is titled "Reviewer List" and contains a table with the following data:

Order	Name	Status	History	Remove
1	Zamora, Patricia (R0) proxy	<input checked="" type="checkbox"/> Assign	Selected: 17 Mar 2007 view full history	<input type="checkbox"/>

Below the table is a "Save" button. To the right of the table is a "Progress" section with the following statistics:

- # reviews required to make decision
- # active selections
- # assigned
- # returned

At the bottom of the reviewer list, there is a section for "Author's Preferred / Non-Preferred Reviewers" and a "Create Reviewer Account" button.

To **have a look at previous Reviewer reports**, look at the lower part of the screen in the right column.

Here you find "Reviews" on the right. By clicking on "View Review Details" you can view the review given, again.

Note: The remarks the author made when he uploaded the latest revision are found in the "View Review Details" of the previous (!) manuscript version. This sometimes leads to confusion.

The screenshot shows the ManuscriptCentral interface with a "Quick Search" section on the left and a "Version History" panel on the right. The "Quick Search" section includes a search box for "First (Given) or Last (Family) Name:" and "Sort Order" options for "Primary Sort" (Name (Last, First) Ascending) and "Secondary Sort" (Number of Current Assignments Descending). The "Version History" panel is circled in red and contains the following information:

- Version History
- BIOT-2007-0157.R1
- Submitted on 03-Jan-2008
- [BIOT-2007-0157](#)
- Submitted on 24-Jul-2007
- [View Review Details](#)

Frequently Asked Questions

Changing the Due Date of a Reviewer

You can change the automatically set due date in "Awaiting Review Scores" by clicking on the circle with the magnifying glass next to the Reviewers name in the "Reviewer List".

Scroll down to "Grant an Extension",

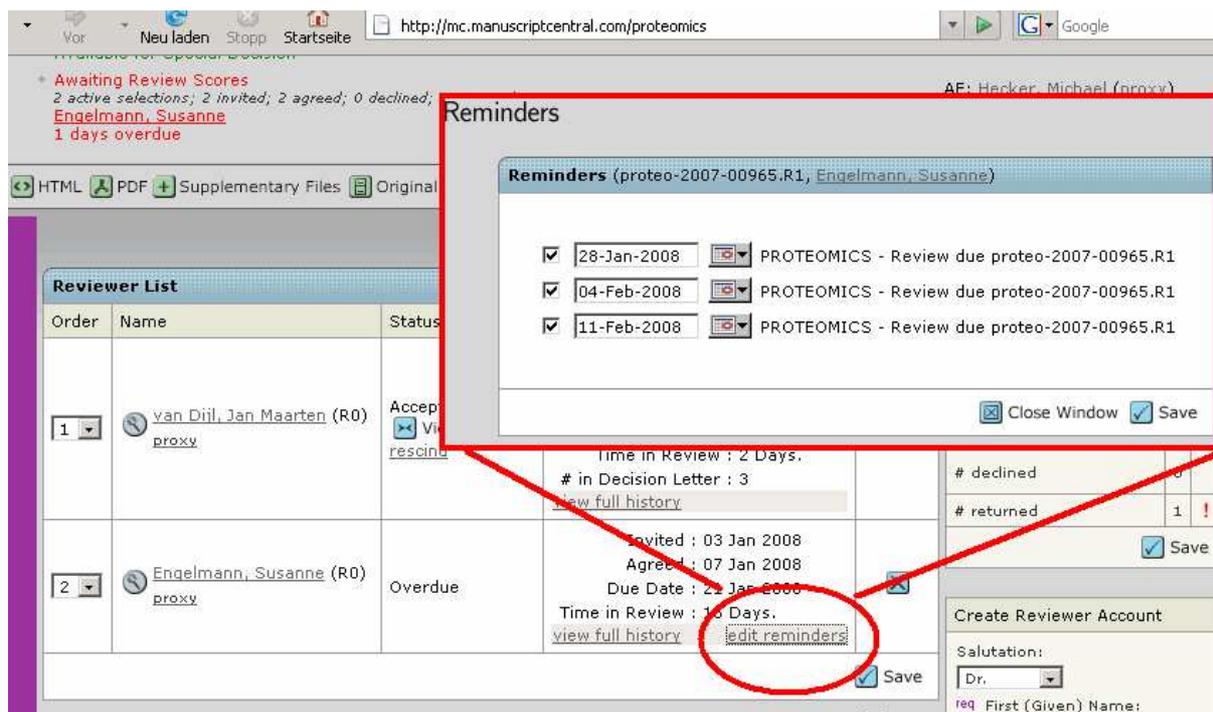
Change the date and

Press "Go".

After having done so, the reminders will be adjusted automatically to the new date.

Reviewer reminders

Reminders automatic; they are configured as agreed with the journal office. You can view and change the pre-set reminder schedule by clicking on the "edit reminders" link in the "history" column next to the Reviewers name.



Viewing and changing Reviewer reminder schedule

Changing the email of a reviewer

Unfortunately, you cannot do this yourself.

Solution: send an email to the person maintaining the site - this can be done effortlessly by going to the tab "manuscript details" (vertical writing at the left - see screen shot) and clicking on the underline name of the Administrator. This will open a pre-configured email

Reviewer Handling Instruction in ManuscriptCentral

Manuscript Information

♦ **elps-2008-00050** Submitted: 21-Jan-2008; Last Updated: 21-Jan-2008; 0 days.

- ♦ Evaluation of Confidence and Reproducibility in Quantitative Proteomics Performed by a Capillary Isoelectric Focusing-Based Proteomic Platform Coupled with a Spectral Counting Approach
- ♦ [Balgley, Brian](#) (contact); Wang, Weijie; Song, Tao; Fang, Xueping; Yang, Li; Lee, Cheng
- ♦ Research Paper
- ♦ **Awaiting Review Scores**
0 active selections; 4 assigned; 0 returned

ED: [El Rassi, Z](#)
EiC: [El Rassi, Z](#)
PE: Not Assign

HTML PDF Supplementary Files Original Files Abstract External Searches

Scroll To...

Peer Review Milestones

Date Submitted:	21-Jan-2008		
Administrator:	Kraus, Hans-Joachim AU REV ED EIC SU ADM PE proxy	Date to Administrator:	21-
Editor-in-Chief:	El Rassi, Ziad AU REV ED EIC SU PE proxy	Date to Editor-in-Chief:	21-

What to do if a reviewer response needs to be changed?

If , e.g. , a "decline" answer has been recorded where it should be a "agreed" response, one can simply re-invite the reviewer . Note that a reviewer name search needs to be carried out as in the original invitation step.

Searching for Reviewers outside of ManuscriptCentral

Searching for Reviewers on Wiley InterSciences

On the homepage of JOURNAL will find on the very right top "Search".

Click on "Advanced Search"

Then enter up to three keywords and click "Go"

You will find a number of articles. A lot of the Abstracts provide the e-mail and full address of the corresponding author.

Searching for Reviewers in the internet

Other possibilities to find suitable Reviewers might, e.g., be:

Google/GoogleScholar (<http://scholar.google.com/schhp?tab=ws>)

ISI Web of Knowledge (<http://portal.isiknowledge.com/portal.cgi>)