

ASSIGNING REVIEWERS & MAKING DECISIONS

Part 1. Assigning Reviewers

1. Log in to your homepage using the **EDITOR** button:

The screenshot shows the login page for the Journal of Trauma and Acute Care Surgery Editorial Manager. The page header includes the journal title and navigation links: HOME, LOGIN, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, INSTRUCTIONS FOR AUTHORS. The user is currently 'Not logged in.' The login form is titled 'Please Enter the Following' and includes fields for Username (Dicker) and Password (masked with dots). Below the fields are buttons for Author Login, Reviewer Login, Editor Login (circled in red), and Publisher Login. There is also an option to login via ORCID. Below the login form, there is a section titled 'ATTENTION AUTHORS: New Copyright Form Process' with a message about electronic signing of copyright forms. At the bottom, there is a copyright notice for 2017 Aries Systems Corporation and a link to the Privacy Policy.

2. The landing page for your Editor role features an **Editor To-Do List**, which contains all new and in-progress assignments.

New submissions can be accessed by clicking the **New Assignments** link.

After a paper is accessed or a reviewer invited, the paper will be found in **Submissions Requiring Additional Reviewers**.

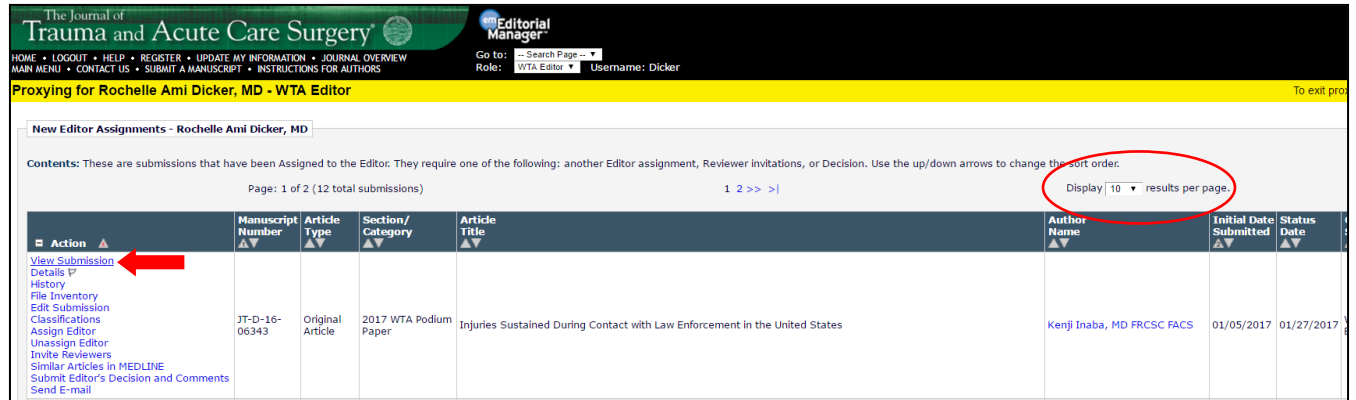
About editorial office procedure:

All new submissions are checked by our assistant editor, Jo Fields, for formatting. Incomplete papers are returned to authors.

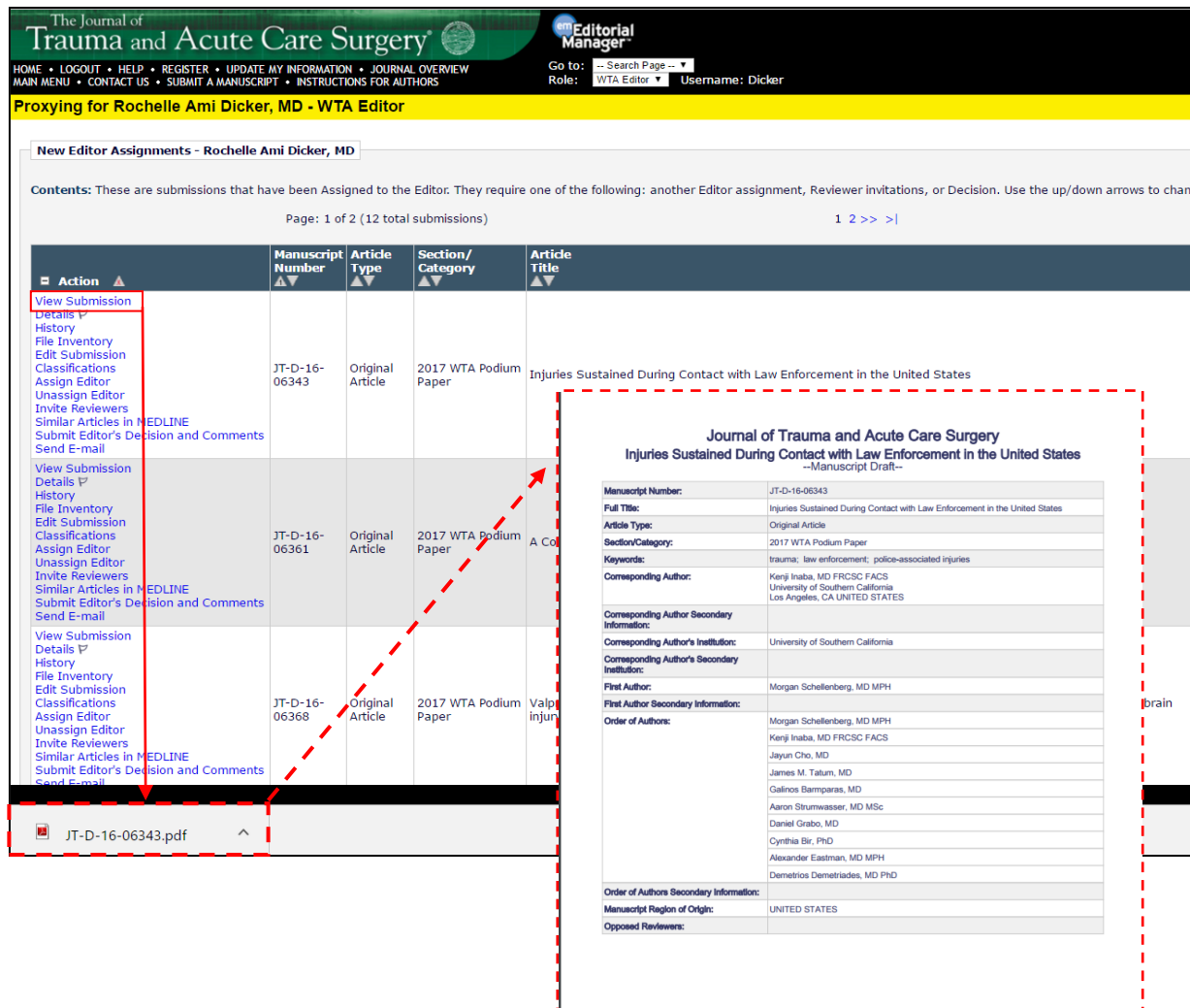
Once a paper has passed this initial technical check, it will be assigned to you as the handling editor. An email will alert you of the assignment. Please let Jo know if you would like to decline an assignment (jfields@itrauma.org) and re-route to Dr. Moore.

The screenshot shows the 'WTA Editor Main Menu' dashboard. The page header includes the journal title and navigation links: HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, INSTRUCTIONS FOR AUTHORS. The user is logged in as 'WTA Editor' with the username 'Dicker'. The dashboard is titled 'Proxying for Rochelle Ami Dicker, MD - WTA Editor'. It features a search bar with options to search submissions or people. The 'Editor 'To-Do' List' section shows a list of tasks: My Pending Assignments (12), New Assignments (12) (highlighted with a red arrow), Submissions with Required Reviews Complete (0), Submissions Requiring Additional Reviewers (0), Submissions with One or More Late Reviews (0), Reviews in Progress (0), Reviewers Invited - No Response (0), and Submissions Under Review (0). Below this is the 'Submissions with Decisions' section, showing My Assignments with Decision (0) and My Assignments with Final Disposition (0). At the bottom, there is an 'Administrative Functions' section with a link to Send Reminder Letters.

3. Clicking the **New Assignments** link will lead you to the following screen. Select **View Submission** to download PDF files of a manuscript heading to review. Note: the system defaults to showing you 10 manuscripts at a time – you may change this using the **Display** drop-down.



4. When you view a submission, the download style will depend on browser type and security settings. In Google Chrome, the paper will automatically download and open (as pictured below).



5. After viewing the manuscript, you may be interested in similar papers already published. If you would like to perform a search, click **Similar Articles in MEDLINE** link.

The screenshot shows the Editorial Manager interface for Rochelle Ami Dicker, MD. At the top, there are navigation links (HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, INSTRUCTIONS FOR AUTHORS) and user information (Go to: Search Page, Role: WTA Editor, Username: Dicker). Below this is a yellow banner for 'Proxying for Rochelle Ami Dicker, MD - WTA Editor'. The main content area is titled 'New Editor Assignments - Rochelle Ami Dicker, MD' and contains a table of submissions. The table has columns for Action, Manuscript Number, Article Type, Section/Category, and Article Title. The first submission is 'Injuries Sustained During Contact with Law Enforcement in the United States' (Manuscript Number: JT-D-16-06343, Article Type: Original Article, Section/Category: 2017 WTA Podium Paper). A red arrow points to the 'Similar Articles in MEDLINE' link in the Action column.

The system will then initiate a Medline concept search using metadata associated with the manuscript – this is meant to help with generating names for reviewer assignment or viewing similar works.

MEDLINE search results will open in a new tab in your browser. From there, you may view abstracts and author lists.

The screenshot shows a Medline search results page. The page has a header with 'Page: 1-2-3-4-5-6-7-8-9-10-Next 20' and a 'View-Export-Email selected' link. The main content area is a table of search results. The table has columns for #, Relevance, Abstract included, Select, and the search results themselves. The second result is circled in red. A red dashed box highlights the full text of the second result, including the title, authors, and abstract. The abstract text is: 'BACKGROUND: Current research regarding injuries caused during interactions between police officers and civilians is conducted intermittently or on a very narrow sample frame which provides very little clinical information about the injuries suffered or the adverse outcomes. The aim of this study is to identify comorbid risk factors and describe acute outcomes of medically treated traumatic injuries occurring as a result of contact with law enforcement personnel. METHODS: For this retrospective study, patients injured as a result of contact with law enforcement personnel were identified using ICD-9 external cause of injury codes from medical record databases of patients treated in all hospitals and trauma units in Illinois between 2000 and 2009. RESULTS: A total of 836 cases injured as a result of contact with law enforcement personnel were identified. These patients were more likely to suffer from substance abuse, depression, schizophrenia, and paralytic disorders compared to the reference cases. Persons injured as a result of contact with law enforcement personnel were predominately injured from being man-handled, unarmed blows, firearms or being struck by a blunt object. Although the injury severity did not differ from the comparison group, these patients had longer lengths of hospitalization, a greater proportion of injuries to the back and spine, and a greater proportion required extended care in an intermediate care facility (not a jail) following discharge. CONCLUSIONS: Although medical record data do not explain the detailed circumstances of the face-to-face encounters between law enforcement personnel and civilians, the data provide valuable information regarding who may be at risk of injury and the clinical features of injuries that are suffered following a legal intervention. Similar data systems should be considered to augment existing data systems.'

6. When you are ready to invite reviewers, go back to the manuscript entry and select **Invite Reviewers**.

The Journal of Trauma and Acute Care Surgery
Editorial Manager
HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS
Go to: -- Search Page --
Role: WTA Editor Username: Dicker
Proxying for Rochelle Ami Dicker, MD - WTA Editor To exit proxy mode, click 'Logout'

New Editor Assignments - Rochelle Ami Dicker, MD

Contents: These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, Reviewer invitations, or Decision. Use the up/down arrows to change the sort order.

Page: 1 of 2 (12 total submissions) 1 2 >> >| Display 10 results per page.

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor Decision
View Submission Details History File Inventory Edit Submission Classifications Assign Editor Unassign Editor Invite Reviewers Similar Articles in MEDLINE Submit Editor's Decision and Comments Send E-mail	JT-D-16-06343	Original Article	2017 WTA Podium Paper	Injuries Sustained During Contact with Law Enforcement in the United States	Kenji Inaba, MD FRCS FACS	01/05/2017	01/27/2017	With Editor	

7. This will open the **Reviewer Selection Summary** page.

Reviewer Selection Summary - Submission JT-D-16-06343
Kenji Inaba, MD FRCS FACS
Injuries Sustained During Contact with Law Enforcement in the United States

Reviewer Search
Search My Publication Search for Reviewers from All Reviewers **Go**

Review Settings
This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 2 **[Change]** review(s) have been completed.
Automatically un-invite Reviewers who do not respond to an invitation within 0 **[Change]** day(s). (more...)
Automatically un-assign Reviewers who do not complete a review within 0 **[Change]** day(s) of the review due date. (more...)

Selected Reviewers
Invited Reviewers and Linked Alternate Reviewers
There are currently no Reviewers Invited for this submission.
Alternate Reviewers
There are currently no Alternate Reviewers selected for this submission.
Alternate Reviewers will be promoted automatically. (more...)

On this page, you will see that the system defaults to requiring two reviews before a final decision can be made.
Select **[Change]** if you would like to default to fewer or more required reviews.
Currently, the system will not un-invite nor un-assign late reviewers. These

parameters can be changed to anything you wish by clicking on the **[Change]** link next to the values themselves.

When you are ready to invite reviewers, click on the **Go** button in the **Reviewer Search** box.

8. You will be taken to the **Search for Reviewers** screen. Enter the search criteria, such as **Last Name**, for the reviewer(s) you would like to invite. Then, click **Search**. The Search results will be displayed below.

Search for Reviewer All Reviewers - Manuscript Number JT-D-16-06343
Kenji Inaba
Injuries Sustained During Contact with Law Enforcement in the United States

[Manuscript Details](#)

Change Search Type

Search My Publication Search for Reviewers from All Reviewers

Search for Reviewers

[Help with Searching](#) [Insert Special Character](#)

(Criterion	Is/Is not	Selector	Value)	
▼	Last Name	is	Begins With	Rogers	▼	OR <input type="button" value="Remove"/>
▼	Last Name	is	Begins With	Livingston	▼	OR <input type="button" value="Remove"/>
▼	Last Name	is	Begins With		▼	OR <input type="button" value="Remove"/>
▼	Last Name	is	Begins With		▼	OR <input type="button" value="Remove"/>
▼	Last Name	is	Begins With		▼	OR <input type="button" value="Remove"/>
▼	Last Name	is	Begins With		▼	OR <input type="button" value="Remove"/>
						<input type="button" value="Add"/>

N.B. It may be easier to search for a set of people (as pictured left), rather than one at a time.

Bulk searches allow you to send out invitation letters en masse.

Please note that you can also invite yourself as a reviewer.

After pressing Search, scroll down on the refreshed page...

The following information is included in the search results: Name, editorial board member status, institution, classification matches with manuscript (if available), reviewer and invitation statistics.

Reviewer Candidates

Select a checkbox by each person you wish to select as a Reviewer (more...).

Page: 1 of 1 (4 total Reviewers) Display | to ▾ results per page.

Select As			Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)	Invitation Statistics
Inv.	Asn.	Alt.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	David H. Livingston, MD, FACS (Reviewer) New Jersey Medical School	Yes		Reviews in Progress: 0 Completed Reviews: 99 Un-assigned After Agreeing: 1 Terminated After Agreeing: 0 Last Review Agreed: 01/12/2017 Portal Wide: - Last Review Completed: 01/19/2017 Portal Wide: - Last Review Declined: 06/27/2012 Portal Wide: - Avg Days Outstanding: 12 Manuscript Rating: 0 Avg Review Rating: 89.1	Date Last Invited: 01/12/2017 Portal Wide: - Outstanding Invitations: 0 Agreed: 100 Declined: 2 Un-invited Before Agreeing: 2 Terminated: 0 Total Invitations: 104
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frederick B. Rogers, MD, MS, FACS (Reviewer) Lancaster General Hospital	Yes		Reviews in Progress: 0 Completed Reviews: 83 Un-assigned After Agreeing: 2 Terminated After Agreeing: 1 Last Review Agreed: 01/23/2017 Portal Wide: - Last Review Completed: 01/25/2017 Portal Wide: - Last Review Declined: 10/28/2013 Portal Wide: - Avg Days Outstanding: 11 Manuscript Rating: 0 Avg Review Rating: 85.1	Date Last Invited: 01/20/2017 Portal Wide: - Outstanding Invitations: 0 Agreed: 86 Declined: 3 Un-invited Before Agreeing: 1 Terminated: 0 Total Invitations: 90
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Selwyn Rogers, MD, MPH (Reviewer) Temple University School of Medicine	No		Reviews in Progress: 0 Completed Reviews: 2 Un-assigned After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: 10/26/2012 Portal Wide: - Last Review Completed: 10/30/2012 Portal Wide: - Last Review Declined: - Portal Wide: - Avg Days Outstanding: 5 Manuscript Rating: 0 Avg Review Rating: 50.0	Date Last Invited: - Portal Wide: - Outstanding Invitations: 0 Agreed: 2 Declined: 0 Un-invited Before Agreeing: 1 Terminated: 0 Total Invitations: 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steven C. Rogers, M.D. (Reviewer) University of Connecticut/Connecticut Children's Medical Center	No		Reviews in Progress: 0 Completed Reviews: 3 Un-assigned After Agreeing: 0 Terminated After Agreeing: 0	Date Last Invited: 01/07/2017 Portal Wide: - Outstanding Invitations: 0 Agreed: 3

9. To select reviewers, check the **Inv.** box for each reviewer to whom you would like to immediately send an invitation.

Once you have selected your reviewers, scroll to the bottom of the page and click **Proceed**.

Search for Reviewers

Help with Searching Insert Special Character

Criterion	Is/Is not	Selector	Value
Last Name	is	Begins With	Livingston

Clear Search

Reviewer Candidates

Select a checkbox by each person you wish to select as a Reviewer (more...).

Page: 1 of 1 (1 total Reviewers) Display 10 results per page.

Select As	Inv.	Asn.	Alt.	Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)	Invitation Statistics
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	David H. Livingston, MD, FACS (Reviewer) New Jersey Medical School	Yes		Reviews in Progress: 0 Completed Reviews: 99 Un-assigned After Agreeing: 1 Terminated After Agreeing: 0 Last Review Agreed: 01/12/2017 Portal Wide: - Last Review Completed: 01/19/2017 Portal Wide: - Last Review Declined: 06/27/2012 Portal Wide: - Avg Days Outstanding: 12 Manuscript Rating: 0 Avg Review Rating: 89.1	Date Last Invited: 01/12/2017 Portal Wide: - Outstanding Invitations: 0 Agreed: 100 Declined: 2 Un-invited Before Agreeing: 2 Terminated: 0 Total Invitations: 104

(* indicates match between Reviewer and Manuscript Classifications)

Page: 1 of 1 (1 total Reviewers) Display 10 results per page.

NY Suggest Reviewer Preferences
Editor Main Menu

Cancel Proceed

10. From the next screen, you may send invitations. A reviewer invitation letter with your signature line is contained in the letter entitled, **“WTA – Reviewer Invitation .”**

To further customize this or any other letter, simply click on the [Customize](#) link or contact the editorial office (info@jtrauma.org).

Select Reviewers - Confirm Selection and Customize Letters
Submission JT-D-16-06343
Kenji Inaba, MD FRCS FACS
"Injuries Sustained During Contact with Law Enforcement in the United States"

You have selected the following people as potential Reviewers (more...)

Name	Letter	Days to Review	Do Not Invite
David H. Livingston, MD, FACS (Reviewer)	Reviewer Invitation for EIC Reviewer Invitation for Assoc. Editor SRS Reviewer Guidelines and Due Date Reviewer Invitation for Revision Reviewer Invitation for Biostats Review JFCK - Reviewer Invitation Editorial critique commission Reviewer Invitation for EIC EAST - Reviewer invitation WTA - Reviewer invitation THOR RDCR - Reviewer invitation THOR RDCR - Reviewer invitation revision Reviewer Invitation for Statistical Editor MHSRS - Reviewer invitation Reviewer Invitation for Assoc Editor RVM Statistical review invitation	14	<input type="checkbox"/>

Customize

11. Note that previewing or editing the letter will require clicking the [Customize](#) link. When you are ready to send, select **Confirm Selections and Proceed**. Invitation letters will then be sent to the reviewers you choose to invite.

Our system will automatically remind them to respond/file their reviews at 3-day intervals. Manual reminders may also be sent – just let us know.

Select Reviewers - Confirm Selection and Customize Letters

Submission JT-D-16-06343
Kenji Inaba, MD FRCS FACS
"Injuries Sustained During Contact with Law Enforcement in the United States"

You have selected the following people as potential Reviewers ([more...](#))

Name	Letter	Days to Review	Do Not Invite
David H. Livingston, MD, FACS (Reviewer)	WTA - Reviewer invitation Customize	14	<input type="checkbox"/>

Change Selections | Cancel | **Confirm Selections and Proceed**

Cancel | **Preview Letter** | Save

From: "The Journal of Trauma" <info@jtrauma.org>
 To: David H. Livingston, MD, FACS

Preview Letter - WTA - Reviewer invitation

To permanently save this letter, close this window and click 'Save' on the Customize Letter page.

Close

JT-D-16-06343
 "Injuries Sustained During Contact with Law Enforcement in the United States"

Dear Dr. Livingston,

We would appreciate your review and editorial recommendation for the manuscript indicated above, which will be presented at the 47th annual meeting of the Western Trauma Association in Snowbird, Utah (March 5-10, 2017).

In accordance with the *Journal of Trauma's* editorial policy, we respectfully request that you submit your review within 14 days of accepting this invitation. If you are unable to comply with this deadline, we encourage you to promptly decline the invitation and suggest another publication committee member who may review in your place.

The link to view the paper can be found below, along with links to accept or decline the opportunity to review this manuscript. Please respond to this invitation within 72 hours. If you do not respond in time, but are still interested in reviewing, please contact the editorial office to gain access to the manuscript.

Thank you for considering performing this extra effort on behalf of the Western Trauma Association. If you have any questions, please contact the editorial office at 303-602-1815/6.

Best regards,

Rochelle A. Dicker, MD
 Professor, Departments of Surgery and Anesthesia
 Co-Director, Center for Global Surgical Studies
 Director, Wraparound Project
 University of California, San Francisco
 WTA Editor, *Journal of Trauma and Acute Care Surgery*

Please respond to this invitation within 3 days of receipt.

To accept this invitation, please click:
[Agree to Review](#)

WTA - Reviewer invitation
 review JT-D-16-06343
 submission are shown below. Additional recipients can be copied or
 the blank boxes next to cc: or bcc below. Multiple e-mail addresses
 signed to Manuscript
 of Dicker, MD (WTA Editor)

Open in New Window

B I U I_x | Size | A | A | 🏠

ment in the United States"

mmendation for the manuscript indicated above, which will be
 m Trauma Association in Snowbird, Utah (March 5-10, 2017).

Part II. Viewing Comments & Making Decisions

1. Manuscripts which have received all reviews will be routed to **Submissions with Required Reviews Complete**. Click on this link whenever you have time to evaluate reviews and issue a decision.

WTA Editor Main Menu

Search
[Search Submissions](#) | [Search People](#)

Editor 'To-Do' List

- My Pending Assignments (13)
- New Assignments (12)
- Submissions with Required Reviews Complete (1)**
- Submissions Requiring Additional Reviewers (0)
- Submissions with One or More Late Reviews (0)
- Reviews in Progress (0)
- Reviewers Invited - No Response (0)
- Submissions Under Review (0)

Submissions with Decisions

- My Assignments with Decision (0)
- My Assignments with Final Disposition (0)

Administrative Functions

- [Send Reminder Letters](#)

2. On the following page, click on **View Reviews and Comments** to see full details.

Submissions with Required Reviews Complete - Rochelle Ami Dicker, MD

Contents: New and revised manuscripts that have the number of required reviews completed. These submissions require one of the following actions: 1) Invite Additional Reviewer(s); 2) Make a Decision. Use the up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Review Status	Editor Decision
View Submission Details History File Inventory Edit Submission Classifications Assign Editor Unassign Editor Invite Reviewers View Reviews and Comments Similar Articles in MEDLINE Submit Editor's Decision and Comments Send E-mail	JT-D-16-06340	Original Article								

Page: 1 of 1 (1 total submissions)

View Reviews and Comments for Manuscript JT-D-16-06340 "WTA 2017 test manuscript" Original Submission

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

[View Manuscript Rating Card](#) [View Review Question Responses](#)

	Original Submission
Mav Jenö (Reviewer 4)	Major Revision
Monica Govea, -- (Reviewer 5)	Reject
Rochelle Ami Dicker, MD (WTA Editor)	
Author Decision Letter	
Jennifer Crebs (Author)	

3. Click on each decision term in order to read the complete reviewer comments.

View Reviews and Comments for Manuscript
JT-D-16-06340
"WTA 2017 test manuscript"
Original Submission

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

[View Manuscript Rating Card](#) [View Review Question Responses](#)

	Original Submission
Mav Jenö (Reviewer 4)	Major Revision
Monica Govea, -- (Reviewer 5)	Reject
Rochelle Ami Dicker, MD (WTA Editor)	
Author Decision Letter	
Jennifer Crebs (Author)	

JT-D-16-06340
"WTA 2017 test manuscript"
Original Submission

Monica Govea, -- (Reviewer 5)
[Edit Reviewer Comments](#)

Reviewer Recommendation Term:	Reject
Rate Review:	<input type="text"/> Please enter a rating for each reviewer from 1-100. 70 and Above - The reviewer's CME request is approved. Below 70 - The reviewer's CME request is denied.
Custom Review Question(s)	
Conflict-of-Interest Disclosure Do you have any conflicts of interest relating to this manuscript? Do you wish to earn Continuing Education credits for this review? Your review will be evaluated and must be approved by the editor. If approved, your CME certificate will be e-mailed to you. How long did it take for you to complete this review? The next 2 questions are required in order to receive CME credit. Performing this review has improved my knowledge and ability to assess the scientific literature in order to make informed decisions in my practice. Performing this review has improved my critical thinking and writing skills within my area of expertise.	
Comments to Editor: **Confidential comments to the Editor specifying the rationale for your decision. Please be explicit as to your concerns and issues.** Vivamus iaculis accumsan aliquam. Aenean suscipit non libero pellentesque blandit. Phasellus sit amet lacus porttitor, vehicula erat ut, vestibulum scelerisque malesuada risus eu elementum. Donec mollis ac sem id tincidunt nibh. Cras laoreet vitae justo ut accumsan.	
Comments to Author: **Comments to the Author(s) on how to improve the manuscript. Please explain your concerns and provide thoughtful input on additional data that may improve the manuscript. Help the author as you would a colleague.** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed dapibus imperdiet mauris augue, et ultrices leo pulvinar a. Proin id rutrum erat, luctus ligula. Integer a finibus diam, et viverra diam. Cras tincidunt odio consequat sem fringilla eget. Vivamus eget ultrices arcu. Vestibulum pretium lectus ac tellus molestie, congue tristique nunc ullamcorper.	

JT-D-16-06340
"WTA 2017 test manuscript"
Original Submission

Mav Jenö (Reviewer 4)
[Edit Reviewer Comments](#)

Reviewer Recommendation Term:	Major Revision
Rate Review:	<input type="text"/> Please enter a rating for each reviewer from 1-100. 70 and Above - The reviewer's CME request is approved. Below 70 - The reviewer's CME request is denied.
Custom Review Question(s)	
Conflict-of-Interest Disclosure Do you have any conflicts of interest relating to this manuscript? Do you wish to earn Continuing Education credits for this review? Your review will be evaluated and must be approved by the editor. If approved, your CME certificate will be e-mailed to you. How long did it take for you to complete this review? The next 2 questions are required in order to receive CME credit. Performing this review has improved my knowledge and ability to assess the scientific literature in order to make informed decisions in my practice. Performing this review has improved my critical thinking and writing skills within my area of expertise.	
Comments to Editor: **Confidential comments to the Editor specifying the rationale for your decision. Please be explicit as to your concerns and issues.** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed dapibus ante eget nunc pellentesque, eu commodo purus mattis. Nunc imperdiet mauris augue, et ultrices leo pulvinar a. Proin id rutrum erat, in auctor nisi. Maecenas in leo pretium, bibendum massa eu, luctus ligula. Integer a finibus diam, et viverra diam. Do you wish to earn Continuing Education credits for this review? Your review will be evaluated and must be approved by the editor. If approved, your CME certificate will be e-mailed to you. How long did it take for you to complete this review? The next 2 questions are required in order to receive CME credit. Performing this review has improved my knowledge and ability to assess the scientific literature in order to make informed decisions in my practice. Performing this review has improved my critical thinking and writing skills within my area of expertise.	
Comments to Author: **Comments to the Author(s) on how to improve the manuscript. Please explain your concerns and provide thoughtful input on additional data that may improve the manuscript. Help the author as you would a colleague.** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed dapibus ante eget nunc pellentesque, eu commodo purus mattis. Nunc imperdiet mauris augue, et ultrices leo pulvinar a. Proin id rutrum erat, in auctor nisi. Maecenas in leo pretium, bibendum massa eu, luctus ligula. Integer a finibus diam, et viverra diam. Cras tincidunt odio non purus cursus consectetur. Nulla semper nisi metus, in consequat sem fringilla eget. Vivamus eget ultrices arcu. Vestibulum quis nisi sed leo commodo consectetur. Cras et dui nulla. Sed pretium lectus ac tellus molestie, congue tristique nunc ullamcorper. Ut consequat est ac sapien vestibulum, in suscipit uma mollis. Aliquam luctus purus vitae enim mollis, non placerat metus ullamcorper. Curabitur ultrices, quam sit amet tincidunt molestie, una uma convallis lectus, auctor maximus sapien sem id enim. Aenean lobortis tempus neque.	

4. If you are ready to make a decision (i.e. do not want to invite additional reviews), go back to the manuscript and click on the option to **Submit Editor's Decision and Comments**.

Submissions with Required Reviews Complete - Rochelle Ami Dicker, MD

Contents: New and revised manuscripts that have the number of required reviews completed. These submissions require one of the following actions: 1) Invite Additional Reviewer(s); 2) Make a Decision. Use the up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Review Status	Editor Decision
View Submission Details History File Inventory Edit Submission Classifications Assign Editor Unassign Editor Invite Reviewers View Reviews and Comments ← Similar Articles in MEDLINE Submit Editor's Decision and Comments Send E-mail	JT-D-16-06340	Original Article	2017 WTA Podium Paper	WTA 2017 test manuscript	Jennifer Crebs	01/04/2017	01/27/2017	Required Reviews Completed	2 Complete (more...)	

Page: 1 of 1 (1 total submissions) Display 10 results per page.

5. This is the editorial decision screen. The dropdown menu contains decision terms. **WTA 2017** decision options are listed at the bottom of the menu (you will have to scroll).

WTA Editor Decision and Comments for Manuscript Number JT-D-16-06340

WTA 2017 test manuscript

Original Submission
Rochelle Ami Dicker, MD (WTA Editor)

Decision: No Decision

- EAST 2016 – Approval
- EAST 2016 – Minor Revision
- EAST 2016 – Major Revision
- EAST 2016 – Marginal
- EAST 2016 – Reject
- MHSRS – Accept
- MHSRS – Minor Revision
- MHSRS – Major Revision
- MHSRS – Reject
- THOR RDCR – Accept
- THOR RDCR – Minor Revision
- THOR RDCR – Major Revision
- THOR RDCR – Reject
- WTA – Approval
- WTA – Minor Revision
- WTA – Major Revision
- WTA – Marginal
- WTA – Reject

Will result in custom WTA decision letters

Reviewer, Mav Jeno: **Confidential comments to the Editor special concerns and issues.**

Reviewer, Monica Govea: **Confidential comments to the Editor special concerns and issues.**

Reviewer, Rochelle Ami Dicker, MD (WTA Editor): **Confidential comments to the Editor special concerns and issues.**

Author Decision Letter

Jennifer Crebs (Author)

Confidential Comments to Editor

Reviewer, Mav Jeno: **Confidential comments to the Editor special concerns and issues.**

Reviewer, Monica Govea: **Confidential comments to the Editor special concerns and issues.**

Reviewer, Rochelle Ami Dicker, MD (WTA Editor): **Confidential comments to the Editor special concerns and issues.**

Author Decision Letter

Jennifer Crebs (Author)

After selecting a decision, you may scroll down the screen to view reviewers' **Confidential Comments to the Editor**, as well as **Comments to the Author**. Comments to the editor, which are listed first and pictured above, do not funnel to the decision letter.

6. The second set of comments are those that reviewers made to authors. You have the option of not including these – to do so, uncheck the boxes listed to the left of reviewer names. If you would like to delete or amend any comments, you may do so in the text boxes.

Individual Reviewer Comments to Author (Editor's Copy)
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Mav Jeno
Reviewer 4

****Comments to the Author(s) on how to improve the manuscript. Please explain your concerns and provide thoughtful input on additional data that may improve the manuscript. Help the author as you would a colleague.****

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Monica Govea, --
Reviewer 5

****Comments to the Author(s) on how to improve the manuscript. Please explain your concerns and provide thoughtful input on additional data that may improve the manuscript. Help the author as you would a colleague.****

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Review Ratings

Please enter a rating for each reviewer from 1-100.
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	Current Revision
Mav Jeno Reviewer 4	<input type="text"/>
Monica Govea Reviewer 5	<input type="text"/>

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Mav Jeno Reviewer 4	Monica Govea Reviewer 5
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Yes: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed dapibus ante eget nunc pellentesque, eu commodo purus mattis. Nunc imperdiet mauris augue, et ultrices leo pulvinar a. Proin id rutrum erat, in auctor nisi. Maecenas in leo pretium, bibendum massa eu, luctus ligula. Integer a finibus diam, et viverra diam.	No
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Comments to Author

Individual Reviewer Comments to Author

Reviewer 4: **Comments to the Author(s) on how to improve the manuscript. Please explain your concerns and provide thoughtful input on additional data that may improve the manuscript. Help the author as you would a colleague.**

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