ASSIGNING REVIEWERS & MAKING DECISIONS

Part 1. Assigning Reviewers

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

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@jtrauma.org) and re-route to Dr. Moore.

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.
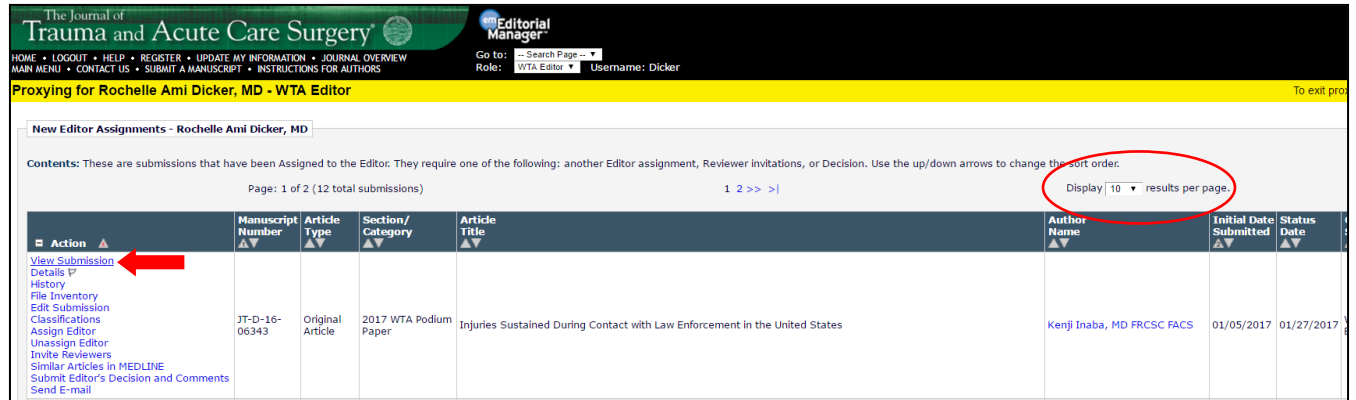
4. When you view a submission, the download style will depend on browser type and security settings. If using Internet Explorer, you may choose to open or save the manuscript. In Google Chrome, the paper will automatically download and open (as pictured below).
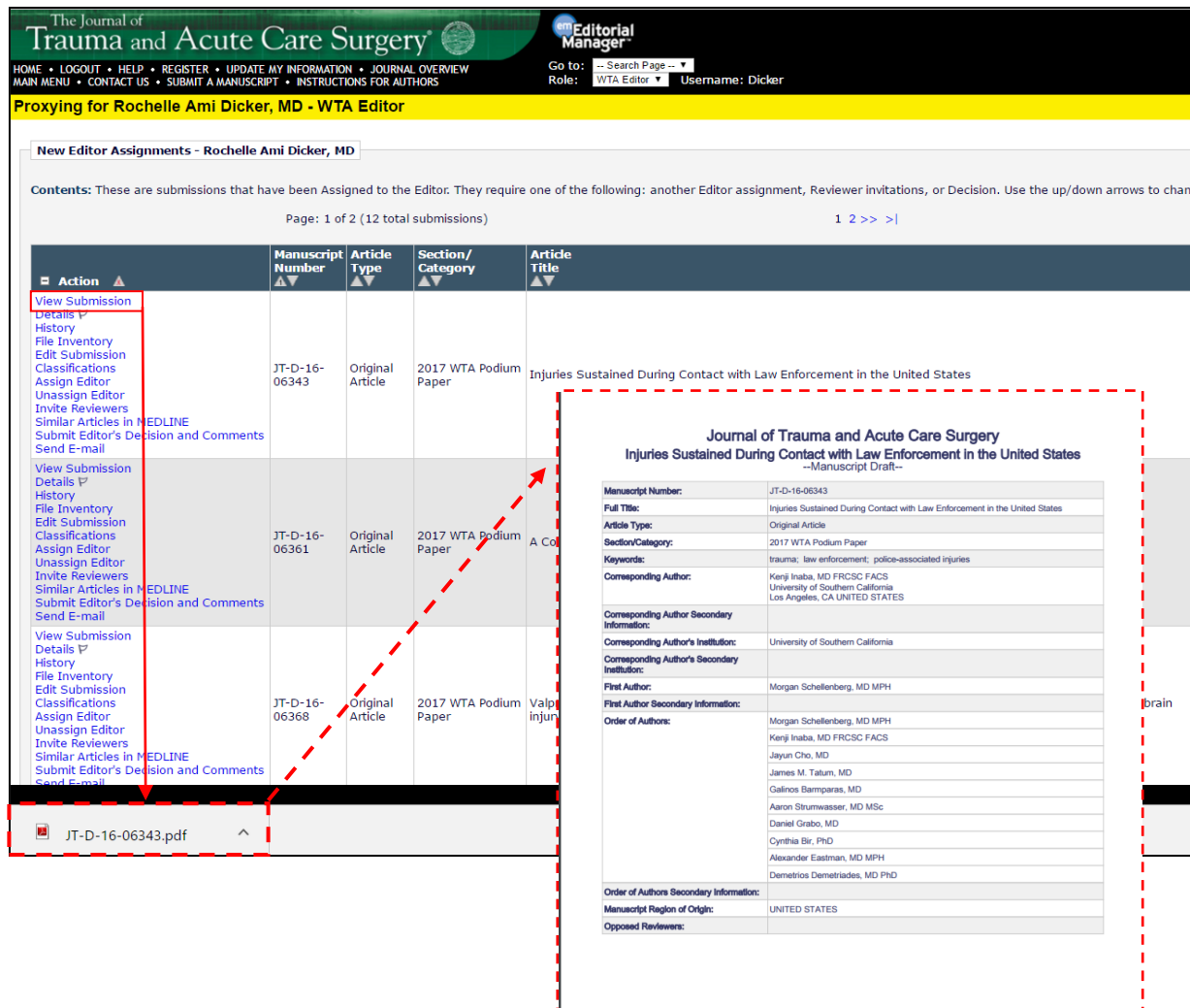
5. After viewing the manuscript, you may be interested in similar papers already published. If you would like to perform a search, click **Similar Articles in MEDLINE** link.

The 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.

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

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

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.

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.

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**.

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).

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.

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.

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

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 Jeno (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:	Please e...
	70 and Above - T...
	Below 70 - The re...

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? You... review will be evaluated and must be approved by the editor. If appro... 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 asse... the scientific literature in order to make informed decisions in my practice.	
Performing this review has improved my critical thinking and writing sk... within my area of expertise.	

Comments to Editor:

**Confidential comments to the Editor specifying the rationale for you...

Vivamus iaculis accumsan aliquam. Aenean suscipit non libero pellent... blandit. Phasellus sit amet lacus porttitor, vehicula erat ut, vestibulun... scelerisque malesuada risus eu elementum. Donec mollis ac sem id u... condimentum nibh. Cras laoreet vitae justo ut accumsan.

Comments to Author:

**Comments to the Author(s) on how to improve the manuscript. Ple... additional data that may improve the manuscript. Help the author as...

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

Mav Jeno (Reviewer 4)
Edit Reviewer Comments

Reviewer Recommendation Term:	Major Revision
Rate Review:	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)	**Response**
Conflict-of-Interest Disclosure *Do you have any conflicts of interest relating to this manuscript?*	**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.
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.	No
How long did it take for you to complete this review?	30 minutes up to 1 hour
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.	N/A
Performing this review has improved my critical thinking and writing skills within my area of expertise.	N/A

Comments to Editor:

Confidential comments to the Editor specifying the rationale for your decision. Please be explicit as to your concerns and issues.

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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.

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**.

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).

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.

7. Continue scrolling down the decision screen to find a section to record the quality of your reviewers' comments. This is an optional element. If you choose to grade your reviewers, please enter number grades 1-100 (1 = terrible, 100 = perfect). Scores ≥ 70 will result in CME credit for your reviewers.

8. The final section on the decision screen contains CME information for reviewers. Not important to read, but it does mark the end of the screen. Click **Proceed** to file your decision.

9. The next screen is a landing page to allow you to review your decision, as well as the comments to the authors.

From here, you may go back to the previous screen, edit your decision, print the page for your records, or proceed to the next page.

Click **Submit Decision** to proceed.

10. Finished! The screen below indicates that you successfully submitted a decision. Your recommendation, along with reviewer comments will automatically transmit to the authors.