

Engaged Management Review Associate Editor Guidelines

V.1.0

Friday, March 11, 2015

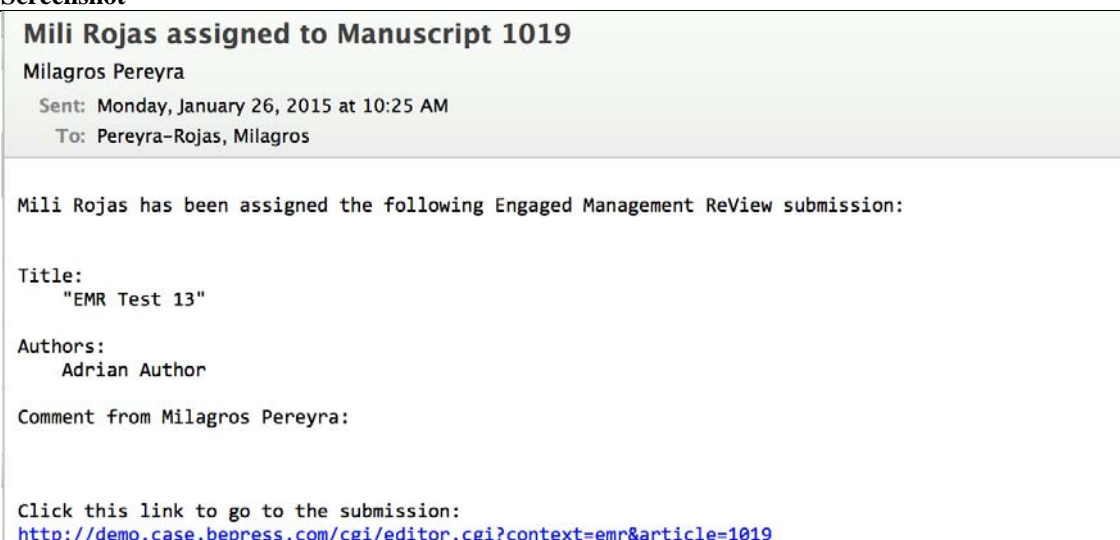
ENGAGED MANAGEMENT ReView

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Engaged Management ReView (EMR) – Associate Editor Guidelines

SECTION 1: Associate Editor – How to Access Assigned Articles & Profile Updates

Step	Description	Screenshot
Email notification	Associate Editor is notified via email of a new article assignment. He/she must click on the link provided in the email to access the article	 <p>Mili Rojas assigned to Manuscript 1019 Milagros Pereyra Sent: Monday, January 26, 2015 at 10:25 AM To: Pereyra-Rojas, Milagros</p> <p>Mili Rojas has been assigned the following Engaged Management ReView submission:</p> <p>Title: "EMR Test 13"</p> <p>Authors: Adrian Author</p> <p>Comment from Milagros Pereyra:</p> <p>Click this link to go to the submission: http://demo.case.bepress.com/cgi/editor.cgi?context=emr&article=1019</p>

Login	<p>Enter email and password to log into the EMR paper submission system.</p> <p>All first-time log in's have a default password of "temp" without quotes.</p>		<p>Aims & Scope Editorial Board Policies</p> <p>Submit Article</p> <p>Most Popular Papers</p> <p>Receive Email Notices or RSS</p> <p>Select an issue: All Issues Browse</p> <p>Search Enter search terms: <input type="text"/> Search in this journal</p> <p>Advanced Search</p> <p>About This Journal Aims & Scope Editorial Board Policies</p> <p>Submit Article</p> <p>Most Popular Papers</p> <p>Receive Email Notices or RSS</p> <p>Select an issue: All Issues Browse</p> <p>Search Enter search terms: <input type="text"/> Search</p>
Updating profile	<p>Once logged in, select “Edit Profile” under “My Account” to make changes to your account including a new password.</p>		<p>About This Journal Aims & Scope Editorial Board Policies</p> <p>Submit Article</p> <p>Most Popular Papers</p> <p>Receive Email Notices or RSS</p> <p>Select an issue: All Issues Browse</p> <p>Search Enter search terms: <input type="text"/> Search</p>

Updating Password	On the “Edit Profile” screen, type a new password and click on “Update” to save the changes.	<div><div>Home > EMR</div><div><div>Edit Profile</div><div><div>Update</div><div>Reset</div></div><div>Account Parameters</div><div><div>new password</div><div></div></div><div>Please note: if you change your password, you will have to log in again using the new password.</div><div>About You</div><div><div>Email address</div><div>mxp355@case.edu</div></div><div><div>First/Given Name</div><div>Mili</div></div><div><div>Middle Initial</div><div></div></div><div><div>Last/Family Name</div><div>Rojas</div></div></div><div><div>Journal Home</div><div>About This Journal</div><div>Aims & Scope</div><div>Editorial Board</div><div>Policies</div><div>Submit Article</div><div>Most Popular Papers</div><div>Receive Email Notices or RSS</div><div>Select an Issue:</div><div><div>All Issues</div><div></div><div>Browse</div></div><div>Search</div><div>Enter search terms:</div><div><div></div><div>Search</div></div><div><div>in this journal</div><div></div></div><div>Advanced Search</div></div></div>																		
Article metatada and article view	<p>Associate Editor will be taken directly to the article’s metadata page.</p> <p>On this screen, Associate Editor can download article.</p> <p>Click on download and article in PDF format will open in a new browser.</p>	<div><div><div>My Submissions</div><div>Submission details</div><div>Preview Submission</div><div>Assign Editor</div><div>Reviewers</div><div>Revise Submission</div><div>View revisions</div><div>Supplemental Content</div><div>Publish</div><div>Withdraw Submission</div><div>Email Authors</div><div>Add reminder</div><div>History</div><div>Editor Notes</div><div>Close issue</div><div>Preview site</div><div>Update site</div><div>Go to site</div><div>Log out</div><div>Editor report</div></div><div><div>Title: EMR Test 13</div><div>Authors: Adrian Author (ABC)</div><div>Last Event: Editor assigned (Mon Jan 26 2015)</div><div>Waiting for Editor: <div>Yes</div></div><div>Locked by Editor: <div>No</div></div><div>Editor: Mili Rojas</div><div>Manuscript: #1019</div><div>Decision Due: Mon Mar 2 2015</div><div>PDF</div><div>Download: <div>PDF (12/22/2014), 224 KB</div> <div>EMR_Test_13.docx (251 KB)</div></div><div><div>Submission Metadata</div><table><tr><th>Metadata Field</th><th>Value</th></tr><tr><td>Article Title</td><td>EMR Test 13</td></tr><tr><td>Keywords</td><td></td></tr><tr><td>Subject Area</td><td>- empty -</td></tr><tr><td>Disciplines</td><td>Management Information Systems</td></tr><tr><td>Document Type</td><td>Empirical Paper</td></tr><tr><td>Abstract</td><td>Specifically, we look at how the strength of interpersonal ties between groups impedes or improves macro-level strategic awareness of micro-level operational action.</td></tr><tr><td>Cover Page Footnote</td><td>- empty -</td></tr><tr><td>Full Text of Submission</td><td><div>Download</div></td></tr></table></div></div></div>	Metadata Field	Value	Article Title	EMR Test 13	Keywords		Subject Area	- empty -	Disciplines	Management Information Systems	Document Type	Empirical Paper	Abstract	Specifically, we look at how the strength of interpersonal ties between groups impedes or improves macro-level strategic awareness of micro-level operational action.	Cover Page Footnote	- empty -	Full Text of Submission	<div>Download</div>
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SECTION 2: Associate Editor – How to Assign Reviewers

Assign Reviewers

Click on **Reviewers** to assign reviewers



My Submissions
Submission details
Preview Submission

Assign Editor
Reviewers
Revise Submission
View revisions
Supplemental Content
Publish
Withdraw Submission
Email Authors
Add reminder

History
Editor Notes
Close issue
Preview site
Update site
Go to site
Log out

Editor report

Title: EMR Test 13

Authors: Adrian Author (ABC)

Last Event: Editor assigned (Mon Jan 26 2015)

Waiting for Editor:





Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF

Download: PDF (12/22/2014), 224 KB EMR_Test_13.docx (251 KB)

Submission Metadata

Metadata Field	Value
Article Title	EMR Test 13
Keywords	
Subject Area	- empty -
Disciplines	Management Information Systems
Document Type	Empirical Paper
Abstract	Specifically, we look at how the strength of interpersonal ties between groups impedes or improves macro-level strategic awareness of micro-level operational action.
Cover Page Footnote	- empty -
Full Text of Submission	Download

Assign Reviewers	<p>Reviewers may be chosen in 3 different ways: (1) Enter a new reviewer; (2) Enter reviewer from master list of reviewers; (3) Enter reviewer from author's list.</p> <p>Currently, 4 reviewers can be selected, but we expect you to use 3 reviewers.</p>	<div>My Submissions</div> <div>Submission details</div> <div>Preview Submission</div> <div>Assign Editor</div> <div>Reviewers</div> <div>Revise Submission</div> <div>View revisions</div> <div>Supplemental Content</div> <div>Publish</div> <div>Withdraw Submission</div> <div>Email Authors</div> <div>Add reminder</div>	<p>Title: EMR Test 13</p> <p>Authors: Adrian Author (ABC)</p> <p>Last Event: Editor assigned (Mon Jan 26 2015)</p> <p>Waiting for Editor: <input type="button" value="Yes"/> Locked by Editor: <input type="button" value="No"/></p> <p>Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</p> <hr/> <p>Suggest Reviewers:</p> <ul style="list-style-type: none"> • enter new reviewer • from Master List of Reviewers [Modify List] • from Author List <p><input type="button" value="reviewers allowed: 3"/> <input type="button" value="Update"/></p> <p>There are currently no reviewers assigned.</p>
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<p>Assign reviewers (option 1: Enter a New Reviewer – Part 1)</p>	<p>Enter a new reviewer. Mandatory fields are: email, first and last names. Ensure that the email you enter is the one that the reviewer uses.</p> <p>Click on Suggest reviewer once all mandatory fields are recorded.</p>	<div> <p>Title: EMR Test 13 </p> <p>Authors: Adrian Author (ABC)</p> <p>Last Event: Editor assigned (Mon Jan 26 2015)</p> <p>Waiting for Editor: Yes  Locked by Editor: No </p> <p>Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</p> </div> <hr/> <p>New reviewer </p> <div> <input type="button" value="Suggest reviewer"/> </div> <div> <input checked="" type="checkbox"/> Add to Master List of Reviewers </div> <p>Fields in red are required.</p> <p>Subject Area / Notes: <input type="text" value="Management"/></p> <p>Email address * <input type="text" value="milagros@pitt.edu"/></p> <p>First/Given Name * <input type="text" value="M."/></p> <p>Middle Initial <input type="text"/></p> <p>Last/Family Name * <input type="text" value="P. R."/></p> <p>Suffix <input type="text"/></p> <p>Institutional Affiliation <input type="text" value="Not on list? Please enter name in full."/></p> <p>Phone Number <input type="text"/></p> <p>Fax Number <input type="text"/></p> <p>Postal Address (line 1) <input type="text"/></p> <p>Postal Address (line 2) <input type="text"/></p> <p>Postal Address (line 3) <input type="text"/></p> <p>Postal Address (line 4) <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Zip Code/Post Code <input type="text"/></p> <p>Country <input type="text"/></p> <p>c Press</p>
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Assign reviewers
(option 1: Enter a New Reviewer – Part 2)

Once a new reviewer has been “suggested”, a new screen will appear.

On this new screen, click on “request” under Options to invite the potential reviewer to review the paper. There is still more information to be filled out before the system generates an email to the reviewer. See next page.

Reviewers

Reviewer	Status (key)	History	Options
#1 Milagros Pereyra	suggested review history	history	request delete

REVIEWER STATUS KEY

suggested

requested

committed

reviewed

request rescinded

review no longer expected

declined

abrogated

Potential reviewer has been suggested. No request has been sent to the potential reviewer.

An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.

The reviewer has made a commitment to do a review.

The review has been uploaded by the reviewer.

The reviewer did not respond to the request to review before one of the following happened: other reviewers volunteered and used up all the reviewer slots; the review request became stale (5 days) and the review request was withdrawn automatically or by an editor.

The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.

The reviewer has declined to do a review.

The reviewer has reneged on their commitment to review.

<p>Assign reviewers (option 1: Enter a New Reviewer – Part 3)</p>	<p>This screen contains 2 boilerplate reviewer invitation letters: “Review Letter,” which is most likely used by the Associate Editor to assign a paper to a Reviewer; and “Student Review,” when a current doctoral student is invited to review. Select the most appropriate letter, modify as needed and DELETE the other letter. Click on the “Send” button. The system sends the letter to reviewer.</p> <p>Review due date is 28 days from the date reviewer agrees to review.</p>	<div> <div> <div>My Submissions</div> <div>Submission details</div> <div>Preview Submission</div> <div>Assign Editor</div> <div>Reviewers</div> <div>Revise Submission</div> <div>View revisions</div> <div>Supplemental Content</div> <div>Publish</div> <div>Withdraw Submission</div> <div>Email Authors</div> <div>Add reminder</div> <div>History</div> <div>Editor Notes</div> <div>Close issue</div> <div>Preview site</div> <div>Update site</div> <div>Go to site</div> <div>Log out</div> <div>Editor report</div> </div> <div> <div>Title: EMR Test 13</div> <div>Authors: Adrian Author (ABC)</div> <div>Last Event: Editor assigned (Mon Jan 26 2015)</div> <div>Waiting for Editor: Yes Locked by Editor: No</div> <div>Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</div> </div> <div> <div>Request Review from Milagros Pereyra</div> <div>Review due date: 02/23/2015 28 days after reviewer agrees to review.</div> <div>From: Mili Rojas <mvp355@case.edu> To: Milagros Pereyra <milagros@pitt.edu> Cc: "Mili Rojas"</div> <div>Attachment 1: Choose File no file selected</div> <div>Subject: Request to review MS #1019 for Engaged Management ReView</div> <div>Body (Note: "DAYS_ALLOWED" will be replaced with text of time allotted for the review as above)</div> <div> <div>Dear Milagros Pereyra,</div> <div>=====</div> <div>[REVIEWER LETTER]</div> <div>=====</div> <div>We have received a new submission to Engaged Management ReView (EMR) and screened it for appropriateness for the mission of EMR. I surmise you would be the right person to review this manuscript given your expertise and understanding of the issues raised in the manuscript.</div> <div>EMR serves the engaged management scholarship community by seeking to publish high quality research that addresses problems of practice. Therefore we seek manuscripts with findings that exemplify relevant, evidence-based knowledge, support deployment of and innovation in research methods and particularly advance engaged scholarship and practitioner value. We also expect the manuscripts to provide timely, reliable evidence to identified managerial problems and demonstrate significant implications for managerial practice. When reviewing the manuscript keep these key missions in mind - we always side for the relevance, novelty and interesting, if you need to make tradeoffs between rigor and relevance.</div> <div>To review the submission, please log into EMR using the URL:</div> <div>http://demo.case.bepress.com/cgi/preview.cgi?.authP=article%2Ccontext%2Creview_request%2Clogin&review_request=yes&context=emr&article=1019&.authT=ET4HaPqaKGhcl%2BM7ffjW62svHmzxL8&login=1262776</div> </div> </div> </div>
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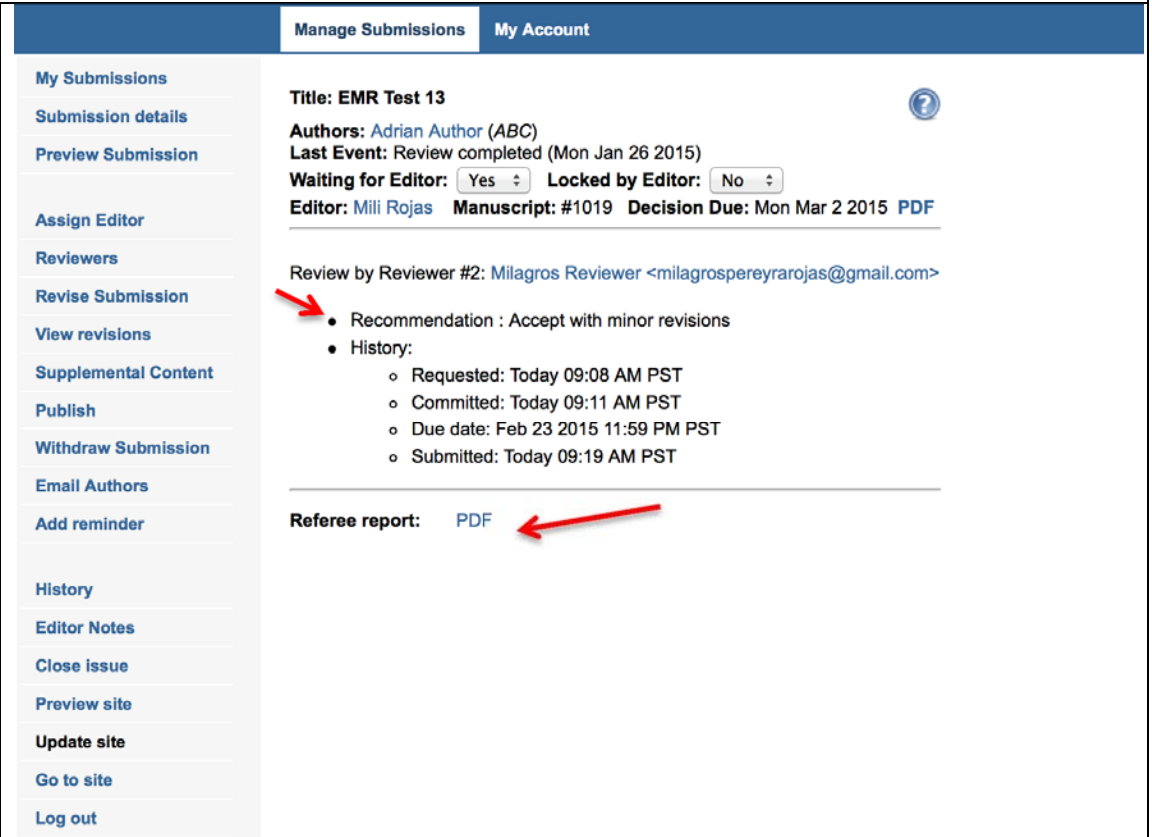
Assign reviewers (option 1: Enter a New Reviewer – Part 4)	Once the letter has been sent out, the “reviewers” screen will change the status of the reviewer to so the that the first entry is “re-request” (see “options”)	<div><div>Reviewers</div><table><tr><th>Reviewer</th><th>Status (key)</th><th>History</th><th>Options</th></tr><tr><td>#1 Milagros Pereyra</td><td>requested: Today 08:02 AM PST review history</td><td>history</td><td>re-request withdraw request commit for reviewer decline for reviewer</td></tr></table><div><div>REVIEWER STATUS KEY</div><div><div>suggested</div><div>requested</div><div>committed</div><div>reviewed</div><div>request rescinded</div><div>review no longer expected</div><div>declined</div><div>abrogated</div></div><div><div>Potential reviewer has been suggested. No request has been sent to the potential reviewer.</div><div>An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.</div><div>The reviewer has made a commitment to do a review.</div><div>The review has been uploaded by the reviewer</div><div>The reviewer did not respond to the request to review before one of the following happened: other reviewers volunteered and used up all the reviewer slots; the review request became stale (5 days) and the review request was withdrawn automatically or by an editor.</div><div>The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.</div><div>The reviewer has declined to do a review.</div><div>The reviewer has reneged on their commitment to review.</div></div></div></div>	Reviewer	Status (key)	History	Options	#1 Milagros Pereyra	requested: Today 08:02 AM PST review history	history	re-request withdraw request commit for reviewer decline for reviewer								
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Assign Reviewers (Option 2: Select From Master List of Reviewers – Part 2)	Find a reviewer by either typing the last name, institution, subject area or email address of the potential reviewer and selecting corresponding option in the drop down menu next to the text box field or by clicking on “ Show All ” to obtain a list of all reviewers currently in the EMR database.	<div><div>Title: EMR Test 13</div><div>Authors: Adrian Author (ABC)</div><div>Last Event: Reviewer requested to review (Thu Jan 29 2015)</div><div>Waiting for Editor: Yes Locked by Editor: No</div><div>Editor: Milagros Pereyra Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</div><div><div>Suggest Reviewers:</div><div>See reviews</div><div><div><div>enter new reviewer</div><div>from Master List of Reviewers [Modify List]</div><div>from Author List</div></div></div></div><div><div>Reviewers</div><table><tr><th>Reviewer</th><th>Status (key)</th><th>History</th><th>Options</th></tr><tr><td>#1 Milagros Pereyra</td><td>committed: due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#2 Milagros Reviewer</td><td>reviewed review history</td><td>history</td><td>upload report for reviewer request rereview</td></tr><tr><td>#3 Milagros Elera</td><td>requested: Today 12:59 PM PST review history</td><td>history</td><td>re-request withdraw request commit for reviewer decline for reviewer</td></tr></table><div><div>Suggest Reviewer(s) from Master List of Reviewers</div><div><div>Find potential reviewer(s) with</div><div><div>Last name begins with: A B C D E F G H I J K L M</div><div><div>beginning the Last Name in the Last Name</div><div>in the Institution</div><div>in the Subject Area / Notes</div><div>in the Email Address</div></div></div><div>Sort: Last Name Find Show All</div></div></div></div></div>	Reviewer	Status (key)	History	Options	#1 Milagros Pereyra	committed: due by Feb 23 2015 11:59 PM PST review history	history	upload report for reviewer remind revise due date give up	#2 Milagros Reviewer	reviewed review history	history	upload report for reviewer request rereview	#3 Milagros Elera	requested: Today 12:59 PM PST review history	history	re-request withdraw request commit for reviewer decline for reviewer
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Assign Reviewers (Option 2: Select From Master List of Reviewers – Part 3)	Once a reviewer is found, click on the checkbox next to his/her last name and click on “Suggest Reviewer(s)”	<div><div>Title: EMR Test 13</div><div>Authors: Adrian Author (ABC)</div><div>Last Event: Reviewer requested to review (Thu Jan 29 2015)</div><div>Waiting for Editor: Yes Locked by Editor: No</div><div>Editor: Milagros Pereyra Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</div></div> <div><div>Suggest Reviewers:</div><div>See reviews</div><div><div>enter new reviewer</div><div>from Master List of Reviewers [Modify List]</div><div>from Author List</div></div></div> <div><div>Reviewers</div><table><tr><th>Reviewer</th><th>Status (key)</th><th>History</th><th>Options</th></tr><tr><td>#1 Milagros Pereyra</td><td>committed; due by Feb 23 2015 11:59 PM PST</td><td>review history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#2 Milagros Reviewer</td><td>reviewed</td><td>review history</td><td>upload report for reviewer request rereview</td></tr><tr><td>#3 Milagros Elera</td><td>requested: Today 12:59 PM PST</td><td>review history</td><td>re-request withdraw request commit for reviewer decline for reviewer</td></tr></table><div><div>Suggest Reviewer(s) from Master List of Reviewers</div><div>Find potential reviewer(s) with Reviewer beginning the Last Name Sort: Last Name</div><div>Find Show All</div><div>Last name begins with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</div><div>Showing 1 - 2 of 2</div><table><tr><th>Select</th><th>Last Name</th><th>First Name</th><th>Institution</th><th>Subject Area / Notes</th><th>Assigned</th><th>Outstanding requests</th><th>Reviewed recently? (in last 28 days)</th><th>Recent reviews (past 12 months)</th><th>Average Time (days)</th><th>Author?</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Reviewer</td><td>Adrian</td><td>XYZ</td><td></td><td>1</td><td>1</td><td>X</td><td>10</td><td>1 (details)</td><td>No</td></tr><tr><td><input type="checkbox"/></td><td>Reviewer</td><td>Milagros</td><td></td><td></td><td>0</td><td>1</td><td>X</td><td>3</td><td>1 (details)</td><td>No</td></tr></table><div><div>Suggest Reviewer(s)</div><div>Clear Selection</div></div></div></div>	Reviewer	Status (key)	History	Options	#1 Milagros Pereyra	committed; due by Feb 23 2015 11:59 PM PST	review history	upload report for reviewer remind revise due date give up	#2 Milagros Reviewer	reviewed	review history	upload report for reviewer request rereview	#3 Milagros Elera	requested: Today 12:59 PM PST	review history	re-request withdraw request commit for reviewer decline for reviewer	Select	Last Name	First Name	Institution	Subject Area / Notes	Assigned	Outstanding requests	Reviewed recently? (in last 28 days)	Recent reviews (past 12 months)	Average Time (days)	Author?	<input checked="" type="checkbox"/>	Reviewer	Adrian	XYZ		1	1	X	10	1 (details)	No	<input type="checkbox"/>	Reviewer	Milagros			0	1	X	3	1 (details)	No
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<input type="checkbox"/>	Reviewer	Milagros			0	1	X	3	1 (details)	No																																									
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#1 Milagros Pereyra	committed; due by Feb 23 2015 11:59 PM PST	review history	upload report for reviewer remind revise due date give up																																																
#2 Milagros Reviewer	reviewed	review history	upload report for reviewer request rereview																																																
#3 Milagros Elera	requested: Today 12:59 PM PST	review history	re-request withdraw request commit for reviewer decline for reviewer																																																
#4 Adrian Reviewer	suggested	review history	request delete																																																

Assign Reviewers (Option 3: Select From Author List – Part 1)	Select the Option “from Author List”	<div><div>Title: EMR Test 13</div><div>Authors: Adrian Author (ABC)</div><div>Last Event: Reviewer requested to review (Thu Jan 29 2015)</div><div>Waiting for Editor: Yes Locked by Editor: No</div><div>Editor: Milagros Pereyra Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</div><div>See reviews</div><div>Suggest Reviewers:</div><div><div>enter new reviewer</div><div>from Master List of Reviewers [Modify List]</div><div>from Author List</div></div><div>reviewers allowed: 3 Update</div></div>														
Assign Reviewers (Option 3: Select From Author List – Part 2)	Click on a name to suggest that person becomes a reviewer. Make sure you do not select any of the authors of the article!	<div><div>Title: EMR Test 13</div><div>Authors: Adrian Author (ABC)</div><div>Last Event: Reviewer requested to review (Thu Jan 29 2015)</div><div>Waiting for Editor: Yes Locked by Editor: No</div><div>Editor: Milagros Pereyra Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</div><div>See reviews</div><div>Suggest Reviewers:</div><div><div>enter new reviewer</div><div>from Master List of Reviewers [Modify List]</div><div>from Author List</div></div><div>Suggest Reviewers from Author List</div><div>This is a list of all the authors who have submitted. Click a name to suggest that person as a reviewer.</div><table><thead><tr><th>Name</th><th>Submissions</th></tr></thead><tbody><tr><td>Adrian Author</td><td>EMR Test 25 [pending] EMR Test 24 [pending] EMR Test 23 [pending] EMR Test 22 [pending] EMR Test 21 [pending] EMR Test 20 [pending] EMR Test 19 [pending] EMR Test 18 [pending] EMR Test 17 [pending] EMR Test 16 [pending] EMR Test 15 [pending] EMR Test 14 [pending] EMR Test 13 [pending] EMR Test 12 [pending] EMR Test 30 [pending] EMR Test 10 [pending] EMR Test 9 [pending] EMR Test 8 [pending] EMR Test 7 [pending] EMR Test 6 [pending] EMR Test 5 [pending] EMR Test 4 [pending] EMR Test 3 [pending] EMR Test 2 [pending] EMR Test 1 [withdrawn] Test 2 Adrian Author [pending] ABC of Sample Test [withdrawn] ABC of Sample Test [pending] EMR Test 11 [pending] EMR Test 29 [rejected] EMR Test 28 [rejected] EMR Test 27 [pending] EMR Test 26 [pending]</td></tr><tr><td>John Doe</td><td>Test [published]</td></tr><tr><td>er edu</td><td>Test Article 1 [pending]</td></tr><tr><td>Milagros Pereyra</td><td>Scholarship Alignment [pending]</td></tr><tr><td>bepress support 146</td><td>Test [published]</td></tr><tr><td>Ed U</td><td>Test Article 1 [pending]</td></tr></tbody></table></div>	Name	Submissions	Adrian Author	EMR Test 25 [pending] EMR Test 24 [pending] EMR Test 23 [pending] EMR Test 22 [pending] EMR Test 21 [pending] EMR Test 20 [pending] EMR Test 19 [pending] EMR Test 18 [pending] EMR Test 17 [pending] EMR Test 16 [pending] EMR Test 15 [pending] EMR Test 14 [pending] EMR Test 13 [pending] EMR Test 12 [pending] EMR Test 30 [pending] EMR Test 10 [pending] EMR Test 9 [pending] EMR Test 8 [pending] EMR Test 7 [pending] EMR Test 6 [pending] EMR Test 5 [pending] EMR Test 4 [pending] EMR Test 3 [pending] EMR Test 2 [pending] EMR Test 1 [withdrawn] Test 2 Adrian Author [pending] ABC of Sample Test [withdrawn] ABC of Sample Test [pending] EMR Test 11 [pending] EMR Test 29 [rejected] EMR Test 28 [rejected] EMR Test 27 [pending] EMR Test 26 [pending]	John Doe	Test [published]	er edu	Test Article 1 [pending]	Milagros Pereyra	Scholarship Alignment [pending]	bepress support 146	Test [published]	Ed U	Test Article 1 [pending]
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bepress support 146	Test [published]															
Ed U	Test Article 1 [pending]															

<p>Assign Reviewers (Option 3: Select From Author List – Part 3)</p>	<p>Once the reviewer has been suggested, his/her name will appear on the list of Reviewers. Click on “request” under option to send an invitation to the reviewer.</p> <p>The invited reviewer will get an invitation letter (click here to see sample letter)</p>	<div><div><div>Title: EMR Test 13</div><div>Authors: Adrian Author (ABC)</div><div>Last Event: Reviewer requested to review (Thu Jan 29 2015)</div><div>Waiting for Editor: Yes Locked by Editor: No</div><div>Editor: Milagros Pereyra Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</div></div><div><div>Suggest Reviewers: See reviews</div><div><div>enter new reviewer</div><div>from Master List of Reviewers [Modify List]</div><div>from Author List</div></div><div><div>reviewers allowed: 3 Update</div></div><div><div>Reviewers</div><table><thead><tr><th>Reviewer</th><th>Status (key)</th><th>History</th><th>Options</th></tr></thead><tbody><tr><td>#1 Milagros Pereyra</td><td>committed; due by Feb 23 2015 11:59 PM PST</td><td>review history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#2 Milagros Reviewer</td><td>reviewed</td><td>review history</td><td>upload report for reviewer request rereview</td></tr><tr><td>#3 Milagros Elera</td><td>requested: Today 12:59 PM PST</td><td>review history</td><td>re-request withdraw request commit for reviewer decline for reviewer</td></tr><tr><td>#4 John Doe</td><td>suggested</td><td>review history</td><td>request delete</td></tr></tbody></table></div><div><div>Submitted Reviews</div><div>All reviews will be shown to the author(s) after a decision has been made unless the “Hide” box next to the review is checked.</div><table><thead><tr><th></th><th>Reviewer</th><th>Recommendation</th><th>Options</th><th>Hide</th><th>Save Changes</th></tr></thead><tbody><tr><td>Jan 26 2015 09:19 AM PST</td><td>#2 Milagros Reviewer</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr></tbody></table></div><div><div>REVIEWER STATUS KEY</div><div><div>suggested</div><div>requested</div><div>committed</div><div>reviewed</div><div>request rescinded</div><div>review no longer expected</div><div>declined</div><div>abrogated</div><div>Potential reviewer has been suggested. No request has been sent to the potential reviewer.</div><div>An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.</div><div>The reviewer has made a commitment to do a review.</div><div>The review has been uploaded by the reviewer</div><div>The reviewer did not respond to the request to review before one of the following happened: other reviewers volunteered and used up all the reviewer slots; the review request became stale (5 days) and the review request was withdrawn automatically or by an editor.</div><div>The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.</div><div>The reviewer has declined to do a review.</div><div>The reviewer has reneged on their commitment to review.</div></div></div></div></div>	Reviewer	Status (key)	History	Options	#1 Milagros Pereyra	committed; due by Feb 23 2015 11:59 PM PST	review history	upload report for reviewer remind revise due date give up	#2 Milagros Reviewer	reviewed	review history	upload report for reviewer request rereview	#3 Milagros Elera	requested: Today 12:59 PM PST	review history	re-request withdraw request commit for reviewer decline for reviewer	#4 John Doe	suggested	review history	request delete		Reviewer	Recommendation	Options	Hide	Save Changes	Jan 26 2015 09:19 AM PST	#2 Milagros Reviewer	Accept with minor revisions	view	<input type="checkbox"/>	
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Jan 26 2015 09:19 AM PST	#2 Milagros Reviewer	Accept with minor revisions	view	<input type="checkbox"/>																														
<p>Review complete</p>	<p>After a reviewer submits his/her report, an email notification is sent to Associate Editor. The review may be accessed by either clicking on the link provided or by login into the system with email and password. If clicking on the link, the system will take you directly to the review.</p>	<div><div><div>MS #1019: Report uploaded by Milagros Reviewer</div><div>mailsystem@bepress.com</div><div>Sent: Monday, January 26, 2015 at 12:19 PM</div><div>To: Mili Rojas</div></div><div><div>This is an automatically-generated note to let you know that Milagros Reviewer has uploaded a review for "EMR Test 13" (Manuscript #1019) in Engaged Management Review.</div><div>The report may be viewed at this page: http://demo.case.bepress.com/cgi/editor.cgi?article=1019&context=emr&window=see_review&ri=0</div></div></div>																																

SECTION 3: Associate Editor – How to Access Reviewer’s Reviews

Access Review	<p>This screen contains the PDF review form completed by reviewer as well as the recommended decision.</p> <p>This screen appears by clicking on the link provided in the email received (see email)</p>	 <p>Title: EMR Test 13</p> <p>Authors: Adrian Author (ABC)</p> <p>Last Event: Review completed (Mon Jan 26 2015)</p> <p>Waiting for Editor: <input type="button" value="Yes"/> <input type="button" value="No"/> Locked by Editor: <input type="button" value="No"/> <input type="button" value="Yes"/></p> <p>Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</p> <hr/> <p>Review by Reviewer #2: Milagros Reviewer <milagrosperreyrojas@gmail.com></p> <ul style="list-style-type: none"> • Recommendation : Accept with minor revisions • History: <ul style="list-style-type: none"> ◦ Requested: Today 09:08 AM PST ◦ Committed: Today 09:11 AM PST ◦ Due date: Feb 23 2015 11:59 PM PST ◦ Submitted: Today 09:19 AM PST <hr/> <p>Referee report: PDF</p>
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Sample View of
Review Form

This is a sample view of the
Reviewer's evaluation form.

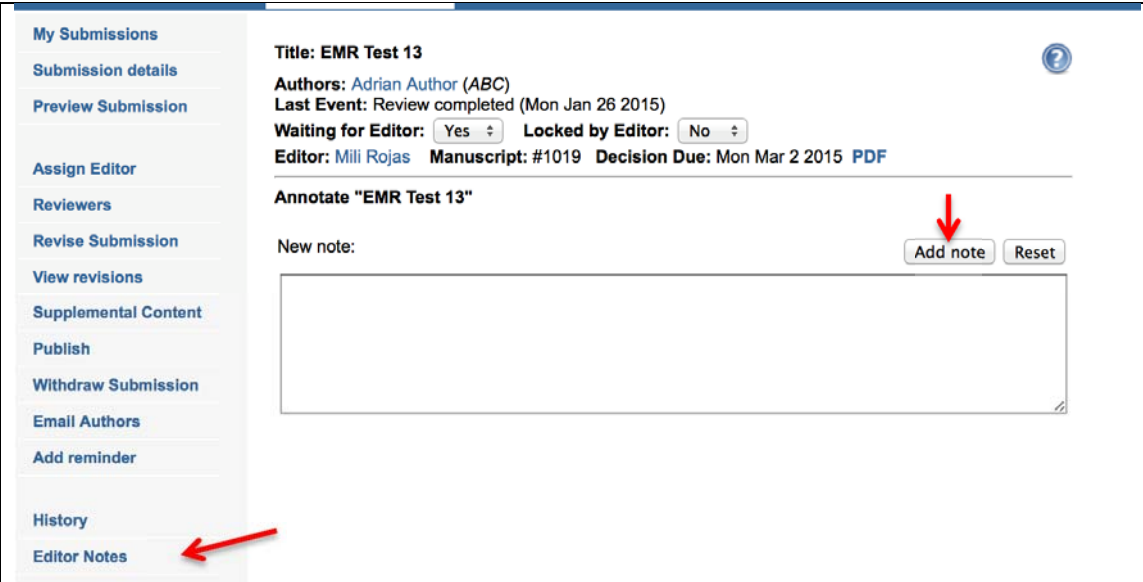
EMR-ReviewFormFinal-3-Fillable.pdf

Create | 1 / 5 | 134% | Tools | Comment | Share

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients. | Highlight Existing Field

EMR Article Review Form (5 pages)

Article Log # and Name:					
Recommendation:					
Accept					
Accept with minor Revisions					
Major Revisions needed					
Reject but invite a new submission					
Reject without possibility to resubmit					
Criteria	Completely Inadequate	Weak	Modest	Strong	Very Strong
Content					
Provides insight (deeper understanding) rather than just description or prescription, for both practitioners and researchers		X			
Captures the attention of the reader		X			
Interestingness, innovativeness, and novelty		X			
Is relevant to the thoughtful practitioner		X			
Deals with relevant management topics		X	X		
Is grounded on relevant academic research			X		
Is grounded on relevant theory			X		
Is the use of methods and data adequate and justified		X			
Potential to influence practice		X			
Provides added value from our academic perspectives		X			
Provides guidelines for application		X			
				Yes	No
Form					
Unity and sequence of the article are adequate					
Clarity of exposition, conciseness and to the point					
Practical relevance is clear					
Does the author break the article into reasonably short paragraphs?					
Does the author use short sentences?					
Does the author use sub headings to break up the text?					
Does the author use active verbs?					
Does the author use examples?					
Does the author use figures to elucidate important points?					
If you recommend revision:					

Editor Notes	<p>If desired, the Associate Editor may record confidential notes about each submission by clicking on “Editor Notes” and typing in the text box. The notes will be sent via email to the Editor-in-Chief along with the final report- these Editor Notes are not included in the report sent to reviewers and the author.</p> <p>To save a note, click on “Add note”.</p>	 <p>The screenshot displays the 'My Submissions' page for a submission titled 'EMR Test 13'. On the left, a sidebar menu lists various actions: 'My Submissions', 'Submission details', 'Preview Submission', 'Assign Editor', 'Reviewers', 'Revise Submission', 'View revisions', 'Supplemental Content', 'Publish', 'Withdraw Submission', 'Email Authors', 'Add reminder', 'History', and 'Editor Notes'. A red arrow points to the 'Editor Notes' link. The main content area shows submission details: 'Title: EMR Test 13', 'Authors: Adrian Author (ABC)', 'Last Event: Review completed (Mon Jan 26 2015)', 'Waiting for Editor: Yes', 'Locked by Editor: No', 'Editor: Mili Rojas', 'Manuscript: #1019', and 'Decision Due: Mon Mar 2 2015'. Below this is the 'Annotate "EMR Test 13"' section, which includes a 'New note:' label, a large text input box, and two buttons: 'Add note' and 'Reset'. A red arrow points to the 'Add note' button.</p>
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Reviews Received	Once all 3 reviews have been received, they will appear under “Submitted Reviews.” They can also be viewed from this window at any time by selecting “view.”	<div><div>Title: EMR Test 13</div><div>Authors: Adrian Author (ABC)</div><div>Last Event: Review completed (Fri Jan 30 2015)</div><div>Waiting for Editor: Yes Locked by Editor: No</div><div>Editor: Milli Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</div></div> <div><div>Suggest Reviewers: See reviews</div><div><ul style="list-style-type: none">enter new reviewerfrom Master List of Reviewers [Modify List]from Author List</div><div>reviewers allowed: 3 Update</div><div><div>Reviewers</div><table><tr><th>Reviewer</th><th>Status (key)</th><th>History</th><th>Options</th></tr><tr><td>#1 Milagros Pereyra</td><td>reviewed review history</td><td>history</td><td>upload report for reviewer request rereview</td></tr><tr><td>#2 Milagros Reviewer</td><td>reviewed review history</td><td>history</td><td>upload report for reviewer request rereview</td></tr><tr><td>#3 Milagros Elera</td><td>reviewed review history</td><td>history</td><td>upload report for reviewer request rereview</td></tr></table></div><div><div>Submitted Reviews</div><div>All reviews will be shown to the author(s) after a decision has been made unless the "Hide" box next to the review is checked.</div><table><tr><th></th><th>Reviewer</th><th>Recommendation</th><th>Options</th><th>Hide</th><th>Save Changes</th></tr><tr><td>Jan 26 2015 09:19 AM PST</td><td>#2 Milagros Reviewer</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Today 11:54 AM PST</td><td>#3 Milagros Elera</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Today 11:59 AM PST</td><td>#1 Milagros Pereyra</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr></table><div><div>REVIEWER STATUS KEY</div><div><div>suggested</div><div>requested</div><div>committed</div><div>reviewed</div><div>request rescinded</div><div>review no longer expected</div><div>declined</div><div>abrogated</div></div><div><div>Potential reviewer has been suggested. No request has been sent to the potential reviewer.</div><div>An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.</div><div>The reviewer has made a commitment to do a review.</div><div>The review has been uploaded by the reviewer</div><div>The reviewer did not respond to the request to review before one of the following happened: other reviewers volunteered and used up all the reviewer slots; the review request became stale (5 days) and the review request was withdrawn automatically or by an editor.</div><div>The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.</div><div>The reviewer has declined to do a review.</div><div>The reviewer has reneged on their commitment to review.</div></div></div></div></div>	Reviewer	Status (key)	History	Options	#1 Milagros Pereyra	reviewed review history	history	upload report for reviewer request rereview	#2 Milagros Reviewer	reviewed review history	history	upload report for reviewer request rereview	#3 Milagros Elera	reviewed review history	history	upload report for reviewer request rereview		Reviewer	Recommendation	Options	Hide	Save Changes	Jan 26 2015 09:19 AM PST	#2 Milagros Reviewer	Accept with minor revisions	view	<input type="checkbox"/>		Today 11:54 AM PST	#3 Milagros Elera	Accept with minor revisions	view	<input type="checkbox"/>		Today 11:59 AM PST	#1 Milagros Pereyra	Accept with minor revisions	view	<input type="checkbox"/>	
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Today 11:59 AM PST	#1 Milagros Pereyra	Accept with minor revisions	view	<input type="checkbox"/>																																						
Assign article back to Editor-In-	Once all reviews are in, all notes are recorded (if deemed necessary), the article must be passed on to the Editor-In-Chief with a consolidated recommendation for a final decision. If for some reason, a reviewer does not provide his/her report in a timely manner, please follow the instructions provided in Appendix 1. If a Reviewer sends his/her report outside the system, please refer to Appendix 2.																																									

SECTION 4: Associate Editor – How to Prepare Associate Editor’s Report and Assign Articles back to Editor-In-Chief

Assign article back to Editor-In-Chief (part 1)

Download the **AE Review Form** from http://demo.case.bepress.com/emr/emr_associate_editor_review_template.html

Save this review form to your computer and complete it by filling the fields after you have read your reviews.

This review form should offer a synthesis of the reports provided by the 3 reviewers.

Use the appropriate box in the form to justify your decision and provide recommendations for revision that are actionable (if this is the selected option). Be as specific as possible with your feedback.

Download a WORD file [here](#)



EMR ASSOCIATE EDITOR REVIEW TEMPLATE

PART 1 OF 5

EMR ASSOCIATE EDITOR REVIEW TEMPLATE

PART 1 OF 5

Article Log # and Name:

PART 2 OF 5

Recommendation (mark 'x' to one option from the list below):

- ☐ Accept
- ☐ Accept with minor Revisions
- ☐ Major Revisions needed
- ☐ Reject but invite a new submission
- ☐ Reject without possibility to resubmit

PART 3 OF 5 Manuscript general quality

For the following questions or statements, select one option from the list below:

- 1 Completely Inadequate
- 2 Weak
- 3 Modest
- 4 Strong
- 5 Very Strong
- a. Provides insight (deeper understanding) rather than just description or prescription, for both practitioners and researchers
- b. Captures the attention of the reader
- c. Interestingness, innovativeness, and novelty

Assign article back to Editor-In-Chief (part 2)

Copy and past this form (once it is completed) on to the “**Add Comment to include in the email to the assigned editor**” box.

My Submissions

Submission details

Preview Submission

Assign Editor

Reviewers

Revise Submission

View revisions

Supplemental Content

Publish

Withdraw Submission

Email Authors

Add reminder

History

Editor Notes

Close issue

Preview site

Update site

Go to site

Log out

Editor report

Title: EMR Test 13

Authors: Adrian Author (ABC), Milagros Mu

Last Event: Editor assigned (Sun Feb 15 2015)

Waiting for Editor: Locked by Editor:

Editor: [Milli Rojas](#) Manuscript: #1019 Decision Due: Mon Mar 2 2015 [PDF](#)

Assign Editor:

☐ Jean Bartunek
 ☐ Dick Boland
 ☐ Richard Boyatzis
 ☐ David Cooperrider
 ☐ Murray Dalziel
 ☐ Adrian Editor
 ☐ copy editor
 ☐ Adrian Editor Lite
 ☐ Pam Ellen
 ☐ Ronel Erwee
 ☐ Gerli Fabrizio
 ☐ Grandon Gill
 ☐ Jatinder (Jeet) N.D. Gupta
 ☐ Bernie Jaworski
 ☐ Wesley Johnston
 ☐ Tony Lingham
 ☐ Karen Loch
 ☒ Kalle Lyytinen CHIEF EDITOR
 ☐ Babis Mainemelis
 ☐ Jean-Francois Manzoni
 ☐ Lars Mathiassen
 ☐ Emma Parry
 ☐ Ravi Patnayakuni
 ☐ Milagros Pereyra
 ☐ Serge Perrot
 ☐ Chad Perry
 ☐ Simon Pervan
 ☐ Andrew Pettigrew
 ☐ Balasubramaniam Ramesh
 ☐ Milli Rojas
 ☐ Denise Rousseau
 ☐ Jose Sagarnaga
 ☐ Vijay Sathe
 ☐ Ramesh Sharda
 ☐ Terry Sloan
 ☐ Richard Smith
 ☐ bepress support 136

view the workload report

Add a comment to include in the email to the assigned editor.

EMR ASSOCIATE EDITOR REVIEW TEMPLATE

PART 1 OF 5

Article Log # and Name: EMR TEST 13

PART 2 OF 5

Recommendation (mark 'x' to one option from the list below):

☒ X] Accept
 ☐] Accept with minor Revisions
 ☐] Major Revisions needed
 ☐] Reject but invite a new submission
 ☐] Reject without possibility to resubmit

PART 3 OF 5 Manuscript general quality

For the following questions or statements, select one option from the list below:

1 Completely Inadequate
 2 Weak
 3 Modest
 4 Strong
 5 Very Strong

a. Provides insight (deeper understanding) rather than just description or prescription, for both practitioners and researchers

5

Assign article back to Editor-In-Chief (part 2)	Click on “ assign ” at the end of the names list.	<div> <input checked="" type="radio"/> Kalle Lyytinen <input type="radio"/> Babis Mainemelis <input type="radio"/> Jean-Francois Manzoni <input type="radio"/> Lars Mathiassen <input type="radio"/> Emma Parry <input type="radio"/> Ravi Patnayakuni <input type="radio"/> Milagros Pereyra <input type="radio"/> Serge Perrot <input type="radio"/> Chad Perry <input type="radio"/> Simon Pervan <input type="radio"/> Andrew Pettigrew <input type="radio"/> Balasubramaniam Ramesh <input type="radio"/> Mili Rojas <input type="radio"/> Denise Rousseau <input type="radio"/> Jose Sagarnaga <input type="radio"/> Vijay Sathe <input type="radio"/> Ramesh Sharda <input type="radio"/> Terry Sloan <input type="radio"/> Viswanath Venkatesh <input type="radio"/> Pierre Volle <input type="radio"/> Margaret White <input type="radio"/> Wei-ping Wu </div> <div>Assign</div>
Confirmation Page	A confirmation page appears. (For testing and demo purposes, the name of Editor-In-Chief is fictitious on this screen)	<div> <div> My Submissions Reviewer List Close issue Preview site Update site Go to site Preferences Log out Editor report </div> <div> <div>NOTE: Milagros Pereyra assigned as editor for 1019: EMR Test 13</div> <div> Show these submissions: <div> <div>State:</div> <div>Not yet published</div> <div>show all submissions</div> </div> <div> <div>Last Name</div> <div>is</div> <div></div> </div> <div>Search</div> </div> </div> </div>

SECTION 5: Associate Editor – How to Manage Author’s Revisions

Receiving Request for Second Review

Associate Editors will receive Editor-In-Chief requests for second reviews via email.

To access the revised submission, click the link at the bottom of the email (see red arrow)



Mili Rojas assigned to Manuscript 1019

Milagros Pereyra

Sent: Sunday, February 15, 2015 at 2:06 PM

To: Pereyra-Rojas, Milagros

Mili Rojas has been assigned the following Engaged Management ReView submission:

Title:

"EMR Test 13"

Authors:

Adrian Author and Milagros Mu

Comment from Milagros Pereyra:

Sending for a second review.

Click this link to go to the submission:

<http://demo.case.bepress.com/cgi/editor.cgi?context=emr&article=1019>



Accessing Revised Submission (part 1)

The link above will direct you to the “**Manage Submissions**” screen.

Click on “**View Revisions**” on the left hand side.

Manage Submissions

My Account

My Submissions

Submission details

Preview Submission

Assign Editor

Reviewers

Revise Submission

View revisions

Supplemental Content

Publish

Withdraw Submission

Email Authors

Add reminder

History

Editor Notes

Close Issue

Preview site

Update site

Go to site

Log out

Editor report

Title: EMR Test 13

Authors: Adrian Author (ABC), Milagros Mu

Last Event: Editor assigned (Sun Feb 15 2015)

Waiting for Editor: Locked by Editor:

Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF

Download: PDF (02/15/2015), 40 KB EMR_Test_13_RevisedManuscript.docx (78 KB)

Most recent editor note: Milagros Pereyra 02/15/2015

Sending for a second review.

Submission Metadata

Metadata Field	Value
Article Title	EMR Test 13
Short Title	EMR Test 13
Keywords	Management, Mindfulness
Subject Area	Management:Business
Disciplines	Management Information Systems
Document Type	Empirical Paper
Abstract	Specifically, we look at how the strength of interpersonal ties between groups impedes or improves macro-level strategic awareness of micro-level operational action.
Cover Page Footnote	- empty -
Full Text of Submission	Download

23

Accessing Revised Submission (part 2)

Click on “PDF” under the PDF column to view submitted revision.

My Submissions

Submission details

Preview Submission

Assign Editor

Reviewers

Revise Submission

View revisions

Supplemental Content

Publish

Withdraw Submission

Email Authors

Add reminder

History

Editor Notes

Close issue

Preview site

Update site

Go to site

Log out

Editor report

Title: EMR Test 13

Authors: Adrian Author (ABC), Milagros Mu

Last Event: Editor assigned (Sun Feb 15 2015)

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Editor: Mill Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF

Revision History

- Click the button to the left of a file to select that version as the one to be published, then click **Save Changes**.
- Check the **Hide** box if you would like to hide the version from reviewers.

Reset Save Changes

User	Comment	Date	Native	PDF	Hide
Adrian Author	No comments <i>Auto-converted to PDF: Sun Feb 15 10:42:29 2015</i>	Sun Feb 15 10:42:00 2015	<input checked="" type="radio"/> MS Word 2007	<input checked="" type="radio"/> PDF	<input type="checkbox"/>
Adrian Author	Initial Version <i>Auto-converted to PDF: Mon Dec 22 14:21:33 2014</i>	Mon Dec 22 14:21:00 2014	<input type="radio"/> MS Word 2007	<input type="radio"/> PDF	<input type="checkbox"/>

Editor selected version

Author approved version

NOTE: All times are in PT (Pacific Time)

Reset Save Changes

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<p>Accessing Revised Submission (part 3)</p>	<p>A PDF file will open. The first page of this file should be a letter from the Author to the Editor-In-Chief</p>	<p>Professor <u>Kalle Lyytinen</u> Editor-in-Chief Engagement Management <u>ReView</u> (EMR) [Insert date here]</p> <p>Dear Dr. <u>Lyytinen</u>: Re: Manuscript reference No. [Insert tracking number or code here]</p> <p>Please find attached a revised version of our manuscript “[Insert the title of your manuscript here]”, which we would like to resubmit for publication as a [Insert article type here] in EMR.</p> <p>Your comments and those of the reviewers were highly insightful and enabled us to greatly improve the quality of our manuscript. In the following pages are our point-by-point responses to each of the comments of the reviewers as well as your own comments.</p> <p>Revisions in the text are shown using track changes. We hope that the revisions in the manuscript and our accompanying responses will be sufficient to make our manuscript suitable for publication in EMR.</p> <p>We look forward to hearing from you at your earliest convenience.</p> <p>[Insert tracking number or code here]</p> <p>Authors: Do not provide any identifying information.</p>
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Accessing Revised Submission (part 4)	The following pages should contain responses to each and all reviewers.	<div data-bbox="1003 305 1379 336"> Responses to Reviewer [Insert Reviewer #3] </div> <table border="1" data-bbox="1003 350 1793 901"> <thead> <tr> <th>ID</th> <th>Page #</th> <th>Comment (Copy and paste directly)</th> <th>Response</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td></tr> <tr><td>Etc.</td><td></td><td></td><td></td></tr> </tbody> </table>	ID	Page #	Comment (Copy and paste directly)	Response	1				2				3				4				5				6				7				Etc.			
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Accessing Revised Submission (part 5)	The rest of the document should contain the revised manuscript.	<p>EMR Test 13 REVISED MANUSCRIPT</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Etiam sit amet orci eget eros faucibus tincidunt. Duis leo. Sed fringilla mauris sit amet nibh. Donec sodales sagittis magna. Sed consequat, leo eget bibendum sodales, augue velit cursus nunc, quis gravida magna mi a libero. Fusce vulputate eleifend sapien. Vestibulum purus quam, scelerisque ut, mollis sed, nonummy id, metus. Nullam accumsan lorem in dui. Cras ultricies mi eu turpis hendrerit fringilla. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; In ac dui quis mi consectetur lacinia. Nam pretium turpis et arcu. Duis arcu tortor, suscipit eget, imperdiet nec, imperdiet iaculis, ipsum. Sed aliquam ultrices mauris. Integer ante arcu, accumsan a, consectetur eget, posuere ut, mauris. Praesent adipiscing. Phasellus ullamcorper ipsum rutrum nunc. Nunc nonummy metus. Vestibulum volutpat pretium libero. Cras id dui. Aenean ut eros et nisl sagittis vestibulum. Nullam nulla eros, ultricies sit amet, nonummy id, imperdiet feugiat, pede. Sed lectus. Donec mollis hendrerit risus. Phasellus nec sem in justo pellentesque facilisis. Etiam imperdiet imperdiet orci. Nunc nec neque. Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Curabitur ligula sapien, tincidunt non euismod vitae, posuere imperdiet leo. Maecenas malesuada. Praesent congue</p>
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SECTION 6: Associate Editor – How to Assign Revised Manuscript to Reviewers for a Second Review

Assigning Reviewers for a Second Review (part 1)

Click on “**Reviewers**” on the left hand side.



Manage Submissions

My Account

My Submissions

Submission details

Preview Submission

Assign Editor

Reviewers

Revise Submission

View revisions

Supplemental Content

Publish

Withdraw Submission

Email Authors

Add reminder

History

Editor Notes

Close issue

Preview site

Update site

Go to site

Log out

Editor report

Title: EMR Test 13

Authors: Adrian Author (ABC), Milagros Mu

Last Event: Editor assigned (Sun Feb 15 2015)

Waiting for Editor: Locked by Editor:

Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF

Revision History

- Click the button to the left of a file to select that version as the one to be published, then click **Save Changes**.
- Check the **Hide** box if you would like to hide the version from reviewers.

Reset

Save Changes

User	Comment	Date	Native	PDF	Hide
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Adrian Author	Initial Version <i>Auto-converted to PDF: Mon Dec 22 14:21:33 2014</i>	Mon Dec 22 14:21:00 2014	<input type="radio"/> MS Word 2007	<input type="radio"/> PDF	<input type="checkbox"/>

Editor selected version

Author approved version

NOTE: All times are in PT (Pacific Time)

Reset

Save Changes

Assigning Reviewers for a Second Review (part 2)

Click on “**Request rereview**” under Options for each one of the reviewers that will get a second invitation to review.

Manage Submissions

My Account

My Submissions

Submission details

Preview Submission

Assign Editor

Reviewers

Revise Submission

View revisions

Supplemental Content

Publish

Withdraw Submission

Email Authors

Add reminder

History

Editor Notes

Close Issue

Preview site

Update site

Go to site

Log out

Editor report

Title: EMR Test 13

Authors: Adrian Author (ABC), Milagros Mu

Last Event: Editor assigned (Sun Feb 15 2015)

Waiting for Editor: Yes Locked by Editor: No

Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF

See reviews

Suggest Reviewers:

- enter new reviewer
- from Master List of Reviewers [Modify List]
- from Author List

reviewers allowed: 3 Update

Reviewers

Reviewer	Status (key)	History	Options
#1 Milagros Pereyra	reviewed review history	history	upload report for reviewer request rereview
#2 Milagros Reviewer	reviewed review history	history	upload report for reviewer request rereview
#3 Milagros Elera	reviewed review history	history	upload report for reviewer request rereview
#4 Mili Rojas	reviewed review history	history	upload report for reviewer request rereview

Submitted Reviews

All reviews will be shown to the author(s) after a decision has been made unless the "Hide" box next to the review is checked.

	Reviewer	Recommendation	Options	Hide	Save Changes
Jan 26 2015 09:19 AM PST	#2 Milagros Reviewer	Accept with minor revisions	view	<input type="checkbox"/>	
Jan 30 2015 11:54 AM PST	#3 Milagros Elera	Accept with minor revisions	view	<input type="checkbox"/>	
Jan 30 2015 11:59 AM PST	#1 Milagros Pereyra	Accept with minor revisions	view	<input type="checkbox"/>	
Jan 30 2015 1:31 PM PST	#4 Mili Rojas	Accept with minor revisions	view	<input type="checkbox"/>	

REVIEWER STATUS KEY

suggested

requested

committed

reviewed

request rescinded

review no longer expected

declined

abrogated

Potential reviewer has been suggested. No request has been sent to the potential reviewer.

An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.

The reviewer has made a commitment to do a review.

The review has been uploaded by the reviewer

The reviewer did not respond to the request to review before one of the following happened: other reviewers volunteered and used up all the reviewer slots; the review request became stale (5 days) and the review request was withdrawn automatically or by an editor.

The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.

The reviewer has declined to do a review.

The reviewer has reneged on their commitment to review.

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<p>Assigning Reviewers for a Second Review (part 3)</p>	<p>A template letter to request a rereview is provided at this stage. This can be modified as wish.</p> <p>Click on “Send” to request the second review.</p>	<div> <div> <div>Title: EMR Test 13</div> <div> Authors: Adrian Author (ABC), Milagros Mu Last Event: Editor assigned (Sun Feb 15 2015) Waiting for Editor: Yes Locked by Editor: No Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF </div> </div> <div> <div>Request Review from Milagros Reviewer</div> <div> Review due date: <div> <input checked="" type="radio"/> 02/23/2015 <input type="radio"/> 28 days after reviewer agrees to review. </div> </div> <div> From: Mili Rojas <mxp355@case.edu> To: Milagros Reviewer <milagrospererarojas@gmail.com> Cc: "Mili Rojas" <div> <div>Send</div> <div>Reset to boilerplate</div> </div> </div> <div> Attachment 1: <div> <div>Choose File</div> <div>no file selected</div> <div> <div>-</div> <div>+</div> </div> </div> </div> <div> Subject: <div>Would you please re-review MS #1019 for Engaged Management ReView?</div> </div> <div> Body (Note: "DAYS_ALLOWED" will be replaced with text of time allotted for the review as above) <div> <div> <div>Dear Milagros Reviewer,</div> <div> Last [MONTH] you reviewed for EMR the manuscript "EMR Test 13." We have now received a revised version and hope you will agree to review the manuscript again. The revised manuscript is attached here along with the authors' letter explaining changes, the original three readers' reports, and a review form including instructions for review. Please let me know if you are able to assist in the reevaluation and if [DATE] DAYS_ALLOWED is an acceptable due date for your report. </div> <div> Thanks very much for your time and attention to this and your continued support for EMR. </div> <div> Best wishes, Your Reviewer Account URL: http://demo.case.bepress.com/cgi/preview.cgi?authP=article%2Ccontext%2Creview_request%2Clogin&review_request=yes&context=emr&article=1019&authT=9uAc%2FsHaygWCKLvZA0kgFhe1H1ABQ4&login=1263534 </div> <div> Mili Rojas Editor in Chief PO: aw; mpr </div> <div>Engaged Management ReView</div> </div> </div> </div> </div> </div>
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SECTION 7: Associate Editor – How to Prepare Second Associate Editor’s Report and Assign Articles back to Editor-In-Chief

Receiving Notification of Reviewer rereview

Reviewers’ get rereviews notifications via email.

Click on the link at the bottom of the email to access the rereview.

MS #1019: Report uploaded by Mili Rojas

mailsystem@bepress.com

Sent: Sunday, February 15, 2015 at 4:00 PM

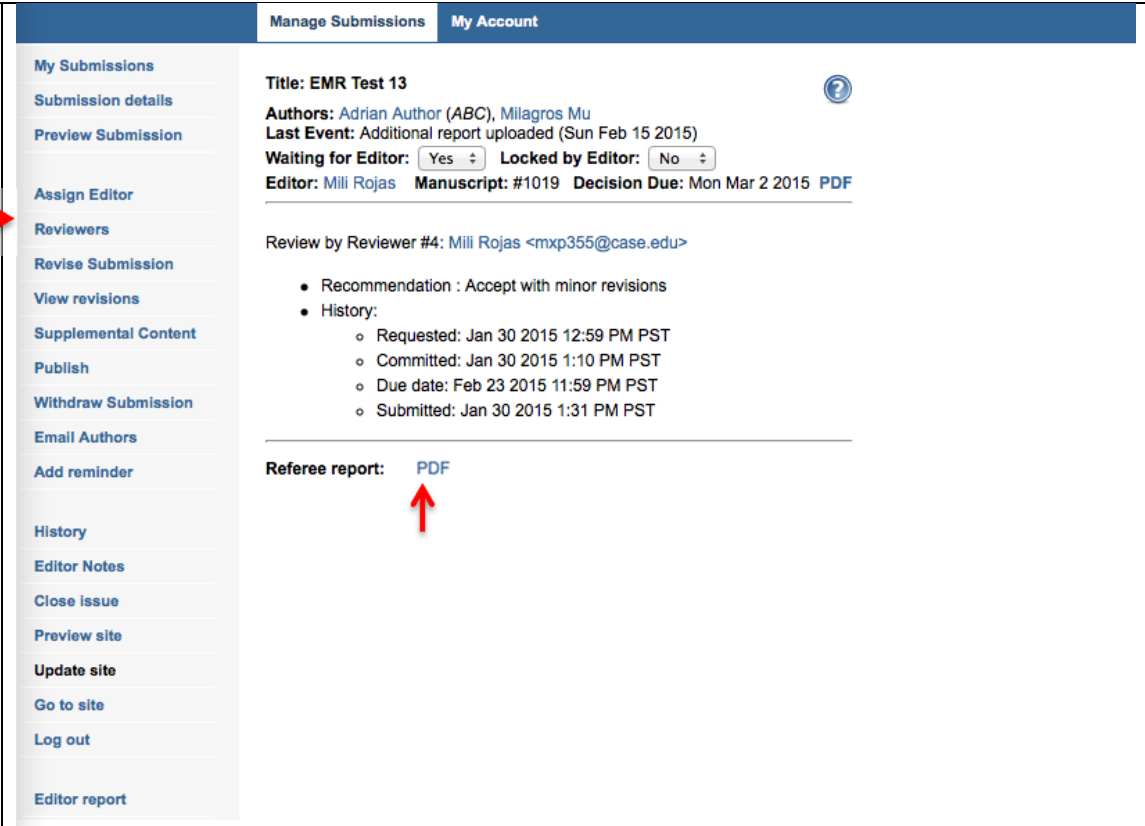
To: Mili Rojas

This is an automatically-generated note to let you know that Mili Rojas has uploaded a review for "EMR Test 13" (Manuscript #1019) in Engaged Management ReView.

The report may be viewed at this page:

http://demo.case.bepress.com/cgi/editor.cgi?article=1019&context=emr&window=see_review&ri=4



Viewing Rereviews	<p>Click on “PDF” next to Referee Report.</p> <p>Click on “Reviewers” on the left hand side to view the entire review history as well as other reviewer’s responses.</p>	
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Review History (part 1)

There are two sections on the “**Reviewers**” window

Reviewers

You can see the number of reviewers that have invited to review, their personal review history and options to send reminders, revise due dates and give up on the review if the person is not responding.

The option to “upload report for reviewer” is also available in case the reviewer sends his review outside the system.

Title: EMR Test 13

Authors: Adrian Author (ABC), Milagros Mu

Last Event: Reviewer commits to review (Sun Feb 15 2015)

Waiting for Editor: Locked by Editor:

Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF

See reviews

- enter new reviewer
- from Master List of Reviewers [Modify List]
- from Author List

reviewers allowed: 3

Reviewers

Reviewer	Status (key)	History	Options
#1 Milagros Pereyra	committed; due by Feb 23 2015 11:59 PM PST	review history	upload report for reviewer remind revise due date give up
#2 Milagros Reviewer	committed; due by Feb 23 2015 11:59 PM PST	review history	upload report for reviewer remind revise due date give up
#3 Milagros Elera	committed; due by Feb 23 2015 11:59 PM PST	review history	upload report for reviewer remind revise due date give up
#4 Mili Rojas	committed; due by Feb 23 2015 11:59 PM PST	review history	upload report for reviewer remind revise due date give up

Submitted Reviews

All reviews will be shown to the author(s) after a decision has been made unless the "Hide" box next to the review is checked.

	Reviewer	Recommendation	Options	Hide	Save Changes
Jan 26 2015 09:19 AM PST	#2 Milagros Reviewer	Accept with minor revisions	view	<input type="checkbox"/>	
Jan 30 2015 11:54 AM PST	#3 Milagros Elera	Accept with minor revisions	view	<input type="checkbox"/>	
Jan 30 2015 11:59 AM PST	#1 Milagros Pereyra	Accept with minor revisions	view	<input type="checkbox"/>	
Jan 30 2015 1:31 PM PST	#4 Mili Rojas	Accept with minor revisions	view	<input type="checkbox"/>	
Today 1:00 PM PST	#4 Mili Rojas	Accept with minor revisions	view	<input type="checkbox"/>	

REVIEWER STATUS KEY

suggested	Potential reviewer has been suggested. No request has been sent to the potential reviewer.
requested	An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.
committed	The reviewer has made a commitment to do a review.
reviewed	The review has been uploaded by the reviewer
request rescinded	The reviewer did not respond to the request to review before one of the following happened: other reviewers volunteered and used up all the reviewer slots; the review request became stale (5 days) and the review request was withdrawn automatically or by an editor.
review no longer expected	The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.
declined	The reviewer has declined to do a review.
abrogated	The reviewer has reneged on their commitment to review.

Review History (part 2)	<div>The second section shows all</div> <div><div>Submitted Reviews</div><div>You can see the reviews that have been received.</div></div>	<div><div>Title: EMR Test 13</div><div>Authors: Adrian Author (ABC), Milagros Mu</div><div>Last Event: Reviewer commits to review (Sun Feb 15 2015)</div><div>Waiting for Editor: No Locked by Editor: No</div><div>Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</div></div> <div><div>Suggest Reviewers:</div><div>See reviews</div><div><div><div>enter new reviewer</div><div>from Master List of Reviewers [Modify List]</div><div>from Author List</div></div><div>reviewers allowed: 3 Update</div></div><div><div>Reviewers</div><table><tr><th>Reviewer</th><th>Status (key)</th><th>History</th><th>Options</th></tr><tr><td>#1 Milagros Pereyra</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#2 Milagros Reviewer</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#3 Milagros Elera</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#4 Mili Rojas</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr></table></div><div><div>Submitted Reviews</div><div>All reviews will be shown to the author(s) after a decision has been made unless the "Hide" box next to the review is checked.</div><table><tr><th></th><th>Reviewer</th><th>Recommendation</th><th>Options</th><th>Hide</th><th>Save Changes</th></tr><tr><td>Jan 26 2015 09:19 AM PST</td><td>#2 Milagros Reviewer</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Jan 30 2015 11:54 AM PST</td><td>#3 Milagros Elera</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Jan 30 2015 11:59 AM PST</td><td>#1 Milagros Pereyra</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Jan 30 2015 1:31 PM PST</td><td>#4 Mili Rojas</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Today 1:00 PM PST</td><td>#4 Mili Rojas</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr></table></div><div><div>REVIEWER STATUS KEY</div><div><div>suggested</div><div>requested</div><div>committed</div><div>reviewed</div><div>request rescinded</div><div>review no longer expected</div><div>declined</div><div>abrogated</div></div><div><div>Potential reviewer has been suggested. No request has been sent to the potential reviewer.</div><div>An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.</div><div>The reviewer has made a commitment to do a review.</div><div>The review has been uploaded by the reviewer</div><div>The reviewer did not respond to the request to review before one of the following happened: other reviewers volunteered and used up all the reviewer slots; the review request became stale (5 days) and the review request was withdrawn automatically or by an editor.</div><div>The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.</div><div>The reviewer has declined to do a review.</div><div>The reviewer has reneged on their commitment to review.</div></div></div></div>	Reviewer	Status (key)	History	Options	#1 Milagros Pereyra	committed; due by Feb 23 2015 11:59 PM PST review history	history	upload report for reviewer remind revise due date give up	#2 Milagros Reviewer	committed; due by Feb 23 2015 11:59 PM PST review history	history	upload report for reviewer remind revise due date give up	#3 Milagros Elera	committed; due by Feb 23 2015 11:59 PM PST review history	history	upload report for reviewer remind revise due date give up	#4 Mili Rojas	committed; due by Feb 23 2015 11:59 PM PST review history	history	upload report for reviewer remind revise due date give up		Reviewer	Recommendation	Options	Hide	Save Changes	Jan 26 2015 09:19 AM PST	#2 Milagros Reviewer	Accept with minor revisions	view	<input type="checkbox"/>		Jan 30 2015 11:54 AM PST	#3 Milagros Elera	Accept with minor revisions	view	<input type="checkbox"/>		Jan 30 2015 11:59 AM PST	#1 Milagros Pereyra	Accept with minor revisions	view	<input type="checkbox"/>		Jan 30 2015 1:31 PM PST	#4 Mili Rojas	Accept with minor revisions	view	<input type="checkbox"/>		Today 1:00 PM PST	#4 Mili Rojas	Accept with minor revisions	view	<input type="checkbox"/>	
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Today 1:00 PM PST	#4 Mili Rojas	Accept with minor revisions	view	<input type="checkbox"/>																																																						
Sending Associate Editor's report to Editor-In-Chief	Once all Rereviews are received, follow the instructions on Section 4.																																																									

Appendix 1: What to do if a Reviewer does not provide timely reports

Step	Description	Screenshot																																																																								
Give up on non-responsive reviewer	<p>If for any reason an invited reviewer does not respond in a timely manner, you three options:</p> <ol style="list-style-type: none">1. Remind the reviewer2. Revise the due date3. Give up <p>Use any of the three options according to your needs.</p> <p><u>Note:</u> You are able to assign a manuscript back to the Editor-In-Chief with less than 3 reviews if you wish to do so any time during the review. We welcome; however, reviews with at least 2 or more reviews.</p>	<div><p>Title: EMR Test 13</p><p>Authors: Adrian Author (ABC), Milagros Mu</p><p>Last Event: Reviewer commits to review (Sun Feb 15 2015)</p><p>Waiting for Editor: No Locked by Editor: No</p><p>Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</p><p>Suggest Reviewers: See reviews</p><ul style="list-style-type: none">• enter new reviewer• from Master List of Reviewers [Modify List]• from Author List<p>reviewers allowed: 3 Update</p><table><thead><tr><th>Reviewer</th><th>Status (key)</th><th>History</th><th>Options</th></tr></thead><tbody><tr><td>#1 Milagros Pereyra</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#2 Milagros Reviewer</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#3 Milagros Elera</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#4 Mili Rojas</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr></tbody></table><p>Submitted Reviews</p><p>All reviews will be shown to the author(s) after a decision has been made unless the "Hide" box next to the review is checked.</p><table><thead><tr><th></th><th>Reviewer</th><th>Recommendation</th><th>Options</th><th>Hide</th><th>Save Changes</th></tr></thead><tbody><tr><td>Jan 26 2015 09:19 AM PST</td><td>#2 Milagros Reviewer</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Jan 30 2015 11:54 AM PST</td><td>#3 Milagros Elera</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Jan 30 2015 11:59 AM PST</td><td>#1 Milagros Pereyra</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Jan 30 2015 1:31 PM PST</td><td>#4 Mili Rojas</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Today 1:00 PM PST</td><td>#4 Mili Rojas</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr></tbody></table><p>REVIEWER STATUS KEY</p><table><tr><td>suggested</td><td>Potential reviewer has been suggested. 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Reminding a Reviewer

Click on the “**remind**” under Options.

Title: EMR Test 13

Authors: Adrian Author (ABC), Milagros Mu

Last Event: Reviewer commits to review (Sun Feb 15 2015)

Waiting for Editor:

No

Locked by Editor:

No

Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF

Suggest Reviewers:

See reviews

- enter new reviewer
- from Master List of Reviewers [Modify List]
- from Author List

reviewers allowed: 3

Update

Reviewers

Reviewer	Status (key)	History	Options
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Jan 30 2015 11:54 AM PST	#3 Milagros Elera	Accept with minor revisions	view	<input type="checkbox"/>	
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REVIEWER STATUS KEY

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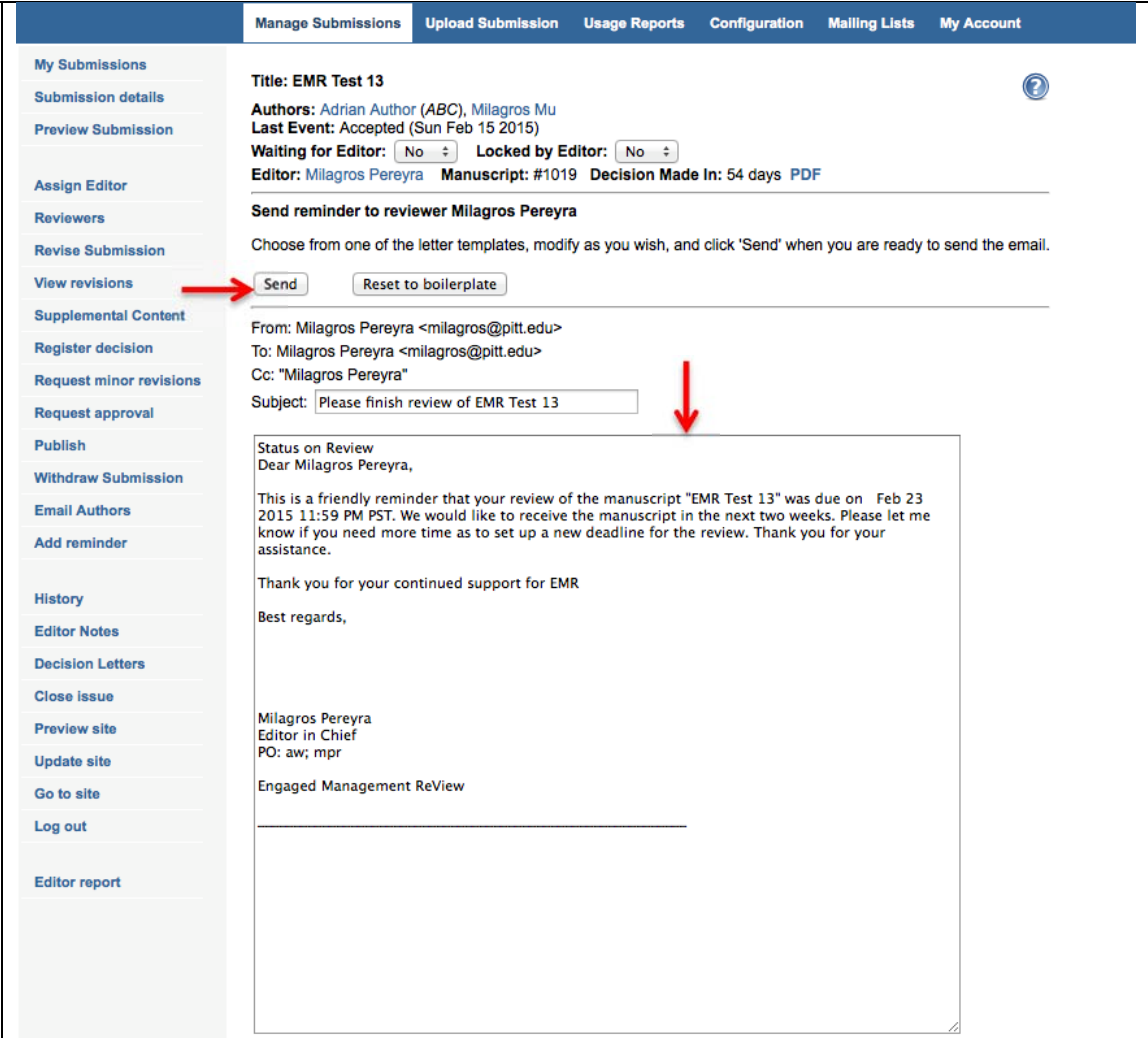
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Letter to Remind a Reviewer	The “ remind ” option will populate an automatic letter that includes the due date for the report and offers the option to set up a new due date.	 <p>The screenshot displays the 'Manage Submissions' interface. On the left sidebar, the 'Add reminder' option is highlighted with a red arrow. The main content area shows details for submission 'EMR Test 13' by Adrian Author (ABC) and Milagros Mu. It includes status indicators for 'Waiting for Editor' and 'Locked by Editor', both set to 'No'. Below this, the 'Send reminder to reviewer Milagros Pereyra' section is shown, with a 'Send' button highlighted by a red arrow. The email preview below shows a friendly reminder from Milagros Pereyra, Editor in Chief, stating that the review of 'EMR Test 13' is due on Feb 23, 2015, and offering assistance to extend the deadline. The email is signed by Milagros Pereyra, Editor in Chief, with contact information 'PO: aw; mpr' and 'Engaged Management ReView'.</p>
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Revising Due date (part 1)

If a Reviewer requests an extension to the original due date, you may do this by selecting the “revise due date” option

Title: EMR Test 13

Authors: Adrian Author (ABC), Milagros Mu

Last Event: Reviewer commits to review (Sun Feb 15 2015)

Waiting for Editor:

No

 Locked by Editor:

No

Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF

Suggest Reviewers:

See reviews

enter new reviewer

from Master List of Reviewers [Modify List]

from Author List

reviewers allowed: 3

Update

Reviewers

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The reviewer has reneged on their commitment to review.

Revising due date (part 2)	<p>On this screen you can enter a new date for the reviewer in the “Revise Due Date” textbox. Note that this new due date only applies to one reviewer.</p> <p>Click on “Revise” under Options.</p>	<div><div><div>My Submissions</div><div>Submission details</div><div>Preview Submission</div><div>Assign Editor</div><div>Reviewers</div><div>Revise Submission</div><div>View revisions</div><div>Supplemental Content</div><div>Register decision</div><div>Request minor revisions</div><div>Request approval</div><div>Publish</div><div>Withdraw Submission</div><div>Email Authors</div><div>Add reminder</div><div>History</div><div>Editor Notes</div><div>Decision Letters</div><div>Close issue</div><div>Preview site</div><div>Update site</div><div>Go to site</div><div>Log out</div><div>Editor report</div></div><div><div>Manage Submissions</div><div>Upload Submission</div><div>Usage Reports</div><div>Configuration</div><div>Mailing Lists</div><div>My Account</div></div><div><div>Title: EMR Test 13</div><div>Authors: Adrian Author (ABC), Milagros Mu</div><div>Last Event: Reviewer reminded to review (Fri Feb 20 2015)</div><div>Waiting for Editor: No Locked by Editor: No</div><div>Editor: Milagros Pereyra Manuscript: #1019 Decision Made In: 54 days PDF</div></div><div><div>Revise reviewer due date</div><table><tr><th>Reviewer</th><th>Status</th><th>Revise Due Date</th></tr><tr><td>#3 Milagros Elera</td><td>committed; due by Feb 23 2015 11:59 PM PST</td><td>02/28/15 <div>Revise</div></td></tr></table></div></div>	Reviewer	Status	Revise Due Date	#3 Milagros Elera	committed; due by Feb 23 2015 11:59 PM PST	02/28/15 <div>Revise</div>														
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<div>Giving up on Reviewer (part 1)</div>	<div><p>If any of the reviewer(s) is still non-responsive even with a revised due date, you have the option to “give up” on the reviewer and invite a new one.</p><p>Click on “give up” under Options.</p></div>	<div><div><div><div>Title: EMR Test 13</div><div>Authors: Adrian Author (ABC), Milagros Mu</div><div>Last Event: Reviewer commits to review (Sun Feb 15 2015)</div><div>Waiting for Editor: No Locked by Editor: No</div><div>Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</div></div><div><div>Suggest Reviewers: See reviews</div><div><div>enter new reviewer</div><div>from Master List of Reviewers [Modify List]</div><div>from Author List</div></div><div><div>reviewers allowed: 3 Update</div></div><div><div>Reviewers</div><table><thead><tr><th>Reviewer</th><th>Status (key)</th><th>History</th><th>Options</th></tr></thead><tbody><tr><td>#1 Milagros Pereyra</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#2 Milagros Reviewer</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#3 Milagros Elera</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#4 Mili Rojas</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr></tbody></table></div><div><div>Submitted Reviews</div><div>All reviews will be shown to the author(s) after a decision has been made unless the "Hide" box next to the review is checked.</div><table><thead><tr><th></th><th>Reviewer</th><th>Recommendation</th><th>Options</th><th>Hide</th><th>Save Changes</th></tr></thead><tbody><tr><td>Jan 26 2015 09:19 AM PST</td><td>#2 Milagros Reviewer</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Jan 30 2015 11:54 AM PST</td><td>#3 Milagros Elera</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Jan 30 2015 11:59 AM PST</td><td>#1 Milagros Pereyra</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Jan 30 2015 1:31 PM PST</td><td>#4 Mili Rojas</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Today 1:00 PM PST</td><td>#4 Mili Rojas</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr></tbody></table></div><div><div>REVIEWER STATUS KEY</div><div><div>suggested</div><div>requested</div><div>committed</div><div>reviewed</div><div>request rescinded</div><div>review no longer expected</div><div>declined</div><div>abrogated</div></div><div><div>Potential reviewer has been suggested. 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Giving up on Reviewer (part 3)

If you click on “No, we will wait some more”, you will be taken back to the Reviewers screen

Title: EMR Test 13

Authors: Adrian Author (ABC), Milagros Mu

Last Event: Reviewer reminded to review (Fri Feb 20 2015)

Waiting for Editor:

No

 Locked by Editor:

No

Editor: Milagros Pereyra Manuscript: #1019 Decision Made In: 54 days PDF

Suggest Reviewers:

See reviews

enter new reviewer

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REVIEWER STATUS KEY

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requested

committed

reviewed

request rescinded

review no longer expected

declined

abrogated

Potential reviewer has been suggested. No request has been sent to the potential reviewer.

An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.

The reviewer has made a commitment to do a review.

The review has been uploaded by the reviewer

The reviewer did not respond to the request to review before one of the following happened: other reviewers volunteered and used up all the reviewer slots; the review request became stale (5 days) and the review request was withdrawn automatically or by an editor.

The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.

The reviewer has declined to do a review.

The reviewer has reneged on their commitment to review.

Giving up on Reviewer
(part 4)

If you click on “Yes, we give up on this Reviewer” you will also be taken to the Reviewer screen but the status of the Reviewer has changed to “Review no longer expected”

Manage Submissions

Upload Submission

Usage Reports

Configuration

Mailing Lists

My Account

My Submissions

Submission details

Review Submission

Assign Editor

Reviewers

Revise Submission

View revisions

Supplemental Content

Register decision

Request minor revisions

Request approval

Publish

Withdraw Submission

Email Authors

Add reminder

History

Editor Notes

Decision Letters

Close Issue

Preview site

Update site

Go to site

Log out

Editor report

Review no longer expected

Title: EMR Test 13

Authors: Adrian Author (ABC), Milagros Mu

Last Event: Reviewer informed that review not needed (Fri Feb 20 2015)

Waiting for Editor: No Locked by Editor: No

Editor: Milagros Pereyra Manuscript: #1019 Decision Made In: 54 days PDF

Suggest Reviewers:

See reviews

enter new reviewer

from Master List of Reviewers [Modify List]

from Author List

reviewers allowed: 3 Update

Reviewers

Reviewer	Status (key)	History	Options
#1 Milagros Pereyra	committed; due by Feb 23 2015 11:59 PM PST	review history	upload report for reviewer remind revise due date give up
#2 Milagros Reviewer	committed; due by Feb 23 2015 11:59 PM PST	review history	upload report for reviewer remind revise due date give up
#3 Milagros Elera	review no longer expected	review history	
#4 Mili Rojas	committed; due by Feb 23 2015 11:59 PM PST	review history	upload report for reviewer remind revise due date give up

Submitted Reviews

All reviews will be shown to the author(s) after a decision has been made unless the "Hide" box next to the review is checked.

	Reviewer	Recommendation	Options	Hide	Save Changes
Jan 26 2015 09:19 AM PST	#2 Milagros Reviewer	Accept with minor revisions	view	<input type="checkbox"/>	
Jan 30 2015 11:54 AM PST	#3 Milagros Elera	Accept with minor revisions	view	<input type="checkbox"/>	
Jan 30 2015 11:59 AM PST	#1 Milagros Pereyra	Accept with minor revisions	view	<input type="checkbox"/>	
Jan 30 2015 1:31 PM PST	#4 Mili Rojas	Accept with minor revisions	view	<input type="checkbox"/>	
Feb 15 2015 1:00 PM PST	#4 Mili Rojas	Accept with minor revisions	view	<input type="checkbox"/>	

REVIEWER STATUS KEY

suggested

requested

committed

reviewed

request rescinded

review no longer expected

declined

abrogated

Potential reviewer has been suggested. No request has been sent to the potential reviewer.

An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.

The reviewer has made a commitment to do a review.

The review has been uploaded by the reviewer

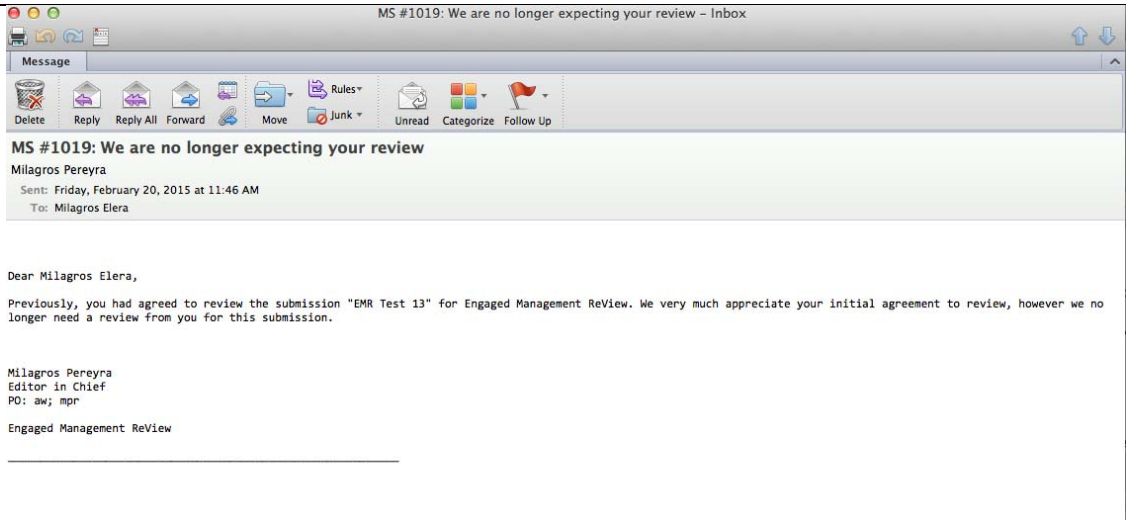
The reviewer did not respond to the request to review before one of the following happened: other reviewers volunteered and used up all the reviewer slots; the review request became stale (5 days) and the review request was withdrawn automatically or by an editor.

The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.

The reviewer has declined to do a review.

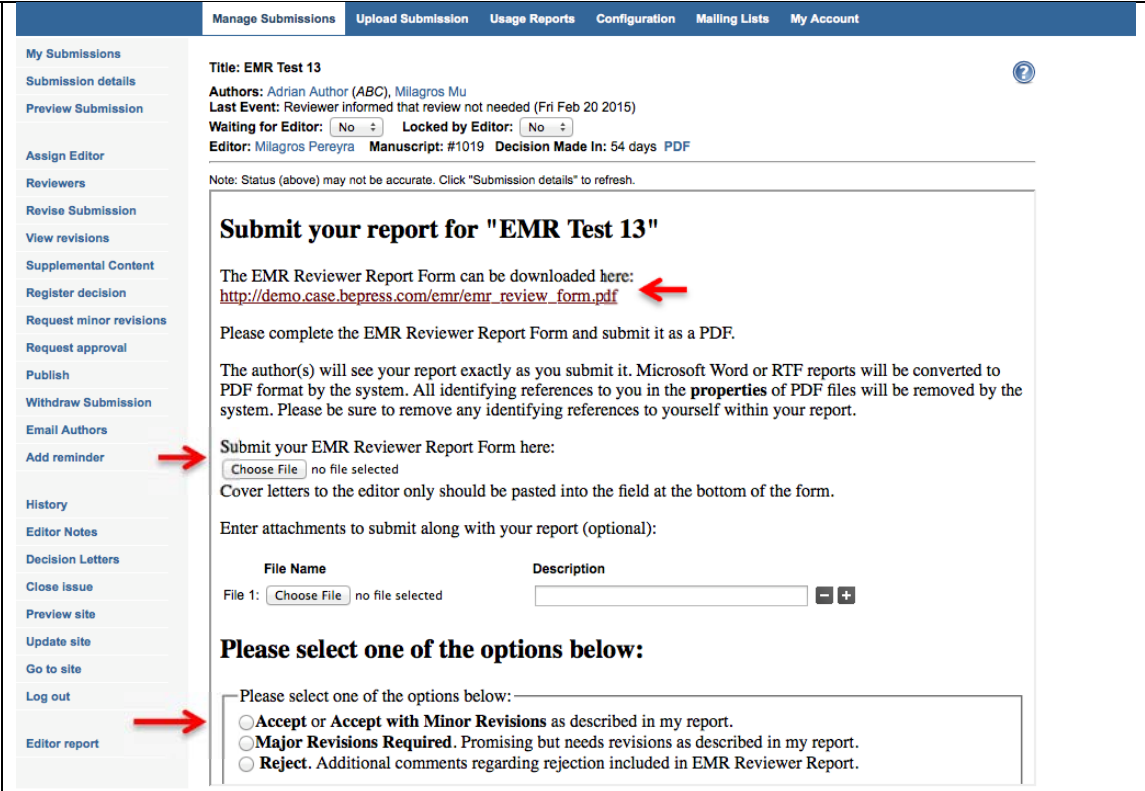
The reviewer has reneged on their commitment to review.

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Giving up on Reviewer (part 5)	The Reviewer will receive an email notification indicating that we are no longer expecting a review from him/her.	 <p>MS #1019: We are no longer expecting your review - Inbox</p> <p>Message</p> <p>Delete Reply Reply All Forward Move Junk Unread Categorize Follow Up</p> <p>MS #1019: We are no longer expecting your review</p> <p>Milagros Pereyra</p> <p>Sent: Friday, February 20, 2015 at 11:46 AM</p> <p>To: Milagros Elera</p> <p>Dear Milagros Elera,</p> <p>Previously, you had agreed to review the submission "EMR Test 13" for Engaged Management ReView. We very much appreciate your initial agreement to review, however we no longer need a review from you for this submission.</p> <p>Milagros Pereyra Editor in Chief PO: aw; mpr Engaged Management ReView</p>
<p><u>Note:</u> At this stage you may proceed to invite a new Reviewer if time allows it. Alternatively, you may proceed to complete your Associate Editor report with just two reviews.</p>		


Appendix 2: What to do if a Reviewer sends a report outside the system

Step	Description	Screenshot																																																								
Receiving reports “outside the system”	<p>If for any reason an invited reviewer sends you his/he report via email instead, you have the option to upload this report to the system. Make sure the report is in the appropriate format (EMR Review form) before uploading</p> <p>Click on “upload report for reviewer” to remove a reviewer.</p>	<div><div>Title: EMR Test 13</div><div>Authors: Adrian Author (ABC), Milagros Mu</div><div>Last Event: Reviewer commits to review (Sun Feb 15 2015)</div><div>Waiting for Editor: <div>No</div> Locked by Editor: <div>No</div></div><div>Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</div></div> <div><div>Suggest Reviewers: See reviews</div><div><div>enter new reviewer</div><div>from Master List of Reviewers [Modify List]</div><div>from Author List</div></div><div><div>reviewers allowed: 3</div><div>Update</div></div></div> <div><div>Reviewers</div><table><tr><th>Reviewer</th><th>Status (key)</th><th>History</th><th>Options</th></tr><tr><td>#1 Milagros Pereyra</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#2 Milagros Reviewer</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#3 Milagros Elera</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr><tr><td>#4 Mili Rojas</td><td>committed; due by Feb 23 2015 11:59 PM PST review history</td><td>history</td><td>upload report for reviewer remind revise due date give up</td></tr></table></div> <div><div>Submitted Reviews</div><div>All reviews will be shown to the author(s) after a decision has been made unless the “Hide” box next to the review is checked.</div><table><tr><th></th><th>Reviewer</th><th>Recommendation</th><th>Options</th><th>Hide</th><th>Save Changes</th></tr><tr><td>Jan 26 2015 09:19 AM PST</td><td>#2 Milagros Reviewer</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Jan 30 2015 11:54 AM PST</td><td>#3 Milagros Elera</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Jan 30 2015 11:59 AM PST</td><td>#1 Milagros Pereyra</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Jan 30 2015 1:31 PM PST</td><td>#4 Mili Rojas</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Today 1:00 PM PST</td><td>#4 Mili Rojas</td><td>Accept with minor revisions</td><td>view</td><td><input type="checkbox"/></td><td></td></tr></table></div> <div><div>REVIEWER STATUS KEY</div><div><div>suggested</div><div>requested</div><div>committed</div><div>reviewed</div><div>request rescinded</div><div>review no longer expected</div><div>declined</div><div>abrogated</div></div><div><div>Potential reviewer has been suggested. No request has been sent to the potential reviewer.</div><div>An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.</div><div>The reviewer has made a commitment to do a review.</div><div>The review has been uploaded by the reviewer</div><div>The reviewer did not respond to the request to review before one of the following happened: other reviewers volunteered and used up all the reviewer slots; the review request became stale (5 days) and the review request was withdrawn automatically or by an editor.</div><div>The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.</div><div>The reviewer has declined to do a review.</div><div>The reviewer has reneged on their commitment to review.</div></div></div>	Reviewer	Status (key)	History	Options	#1 Milagros Pereyra	committed; due by Feb 23 2015 11:59 PM PST review history	history	upload report for reviewer remind revise due date give up	#2 Milagros Reviewer	committed; due by Feb 23 2015 11:59 PM PST review history	history	upload report for reviewer remind revise due date give up	#3 Milagros Elera	committed; due by Feb 23 2015 11:59 PM PST review history	history	upload report for reviewer remind revise due date give up	#4 Mili Rojas	committed; due by Feb 23 2015 11:59 PM PST review history	history	upload report for reviewer remind revise due date give up		Reviewer	Recommendation	Options	Hide	Save Changes	Jan 26 2015 09:19 AM PST	#2 Milagros Reviewer	Accept with minor revisions	view	<input type="checkbox"/>		Jan 30 2015 11:54 AM PST	#3 Milagros Elera	Accept with minor revisions	view	<input type="checkbox"/>		Jan 30 2015 11:59 AM PST	#1 Milagros Pereyra	Accept with minor revisions	view	<input type="checkbox"/>		Jan 30 2015 1:31 PM PST	#4 Mili Rojas	Accept with minor revisions	view	<input type="checkbox"/>		Today 1:00 PM PST	#4 Mili Rojas	Accept with minor revisions	view	<input type="checkbox"/>	
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Today 1:00 PM PST	#4 Mili Rojas	Accept with minor revisions	view	<input type="checkbox"/>																																																						

<p>Upload report for Reviewer (part 1)</p>	<p>Once you clicked on “Upload Report for Reviewer” a new window “Submit your report [article]” will appear.</p> <p>On this screen, it is possible to download the EMR Review form. It is expected that the Reviewer will send you his/her report on this form.</p> <p>Click on the “Choose File” button to upload completed report (sent by reviewer via email).</p> <p>Select one of the options by clicking on the radio button next to the statement: Accept or Accept with Minor Revisions Major Revisions Required Reject</p>	
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<p>Upload report for Reviewer (part 2)</p>	<p>Scroll down to continue uploading the report.</p> <p>If a cover letter is provided by the Reviewer, you may upload it by clicking on the “Choose File” button.</p> <p>Alternatively, you may copy and paste the letter into the text box under Option 2.</p> <p>Click on “Submit Report” below the text box.</p>	<div> <div> Manage Submissions Upload Submission Usage Reports Configuration Mailing Lists My Account </div> <div> <div> My Submissions Submission details Preview Submission Assign Editor Reviewers Revise Submission View revisions Supplemental Content Register decision Request minor revisions Request approval Publish Withdraw Submission Email Authors Add reminder History Editor Notes Decision Letters Close issue Preview site Update site Go to site Log out Editor report </div> <div> <div> Title: EMR Test 13 Authors: Adrian Author (ABC), Milagros Mu Last Event: Reviewer informed that review not needed (Fri Feb 20 2015) Waiting for Editor: No Locked by Editor: No Editor: Milagros Pereyra Manuscript: #1019 Decision Made In: 54 days PDF </div> <div> Note: Status (above) may not be accurate. Click "Submission details" to refresh. </div> <div> <input type="radio"/> Major Revisions Required. Promising but needs revisions as described in my report. <input type="radio"/> Reject. Additional comments regarding rejection included in EMR Reviewer Report. </div> <div> Please explain the nuances of your recommendation in your cover letter to the editor below. </div> <div> <h3>Cover Letter</h3> <div> Cover Letter </div> <div> Please provide a <i>confidential cover letter</i> that only editors can read, even if your report is shared with the author(s). Your cover letter may be uploaded as a file (Word, Text or PDF files only, please), or pasted into the text area below. </div> <div> Click the button below to locate the cover letter on your computer. </div> <div> Option 1: Upload your cover letter: <div> Choose File no file selected </div> </div> <div> Option 2: Type or paste your cover letter below <div> <div></div> </div> </div> <div> <div>Submit Report</div> <div>Reset</div> </div> </div> </div> </div> </div>
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Upload report for Reviewer (part 3)	Confirmation Screen	<div><div><div><div>My Submissions</div><div>Submission details</div><div>Preview Submission</div><div>Assign Editor</div><div>Reviewers</div><div>Revise Submission</div><div>View revisions</div><div>Supplemental Content</div><div>Register decision</div><div>Request minor revisions</div><div>Request approval</div><div>Publish</div><div>Withdraw Submission</div><div>Email Authors</div><div>Add reminder</div><div>History</div><div>Editor Notes</div><div>Decision Letters</div><div>Close issue</div><div>Preview site</div><div>Update site</div><div>Go to site</div><div>Log out</div><div>Editor report</div></div><div><div>Title: EMR Test 13</div><div>Authors: Adrian Author (ABC), Milagros Mu</div><div>Last Event: Reviewer informed that review not needed (Fri Feb 20 2015)</div><div>Waiting for Editor: <input type="button" value="No"/></div><div>Locked by Editor: <input type="button" value="No"/></div><div>Editor: Milagros Pereyra</div><div>Manuscript: #1019</div><div>Decision Made In: 54 days</div><div>PDF</div></div><div>Note: Status (above) may not be accurate. Click "Submission details" to refresh.</div><div>Report submitted</div></div></div>
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Upload report for Reviewer (part 4)	The Reviewer (who sent his/her report via email) will receive email confirmation that his/her report was uploaded to the system	<div data-bbox="863 191 1969 339">  MS #1019: Review received Editors of Engaged Management ReView Sent: Friday, February 20, 2015 at 12:04 PM To: Milagros Reviewer Cc: Assigned Editor </div> <p data-bbox="863 391 1940 431">Thank you very much for submitting your review of the submission "EMR Test 13" for Engaged Management ReView. We greatly appreciate your efforts.</p> <p data-bbox="863 451 1293 472">Thank you for your continued support for EMR.</p> <p data-bbox="863 492 989 532">Best regards, </magic></p> <p data-bbox="863 573 1106 634">PO: aw; mpr Engaged Management ReView</p> <hr data-bbox="863 667 1438 675"/>