

# Manuscripts

## Reviewer Guide

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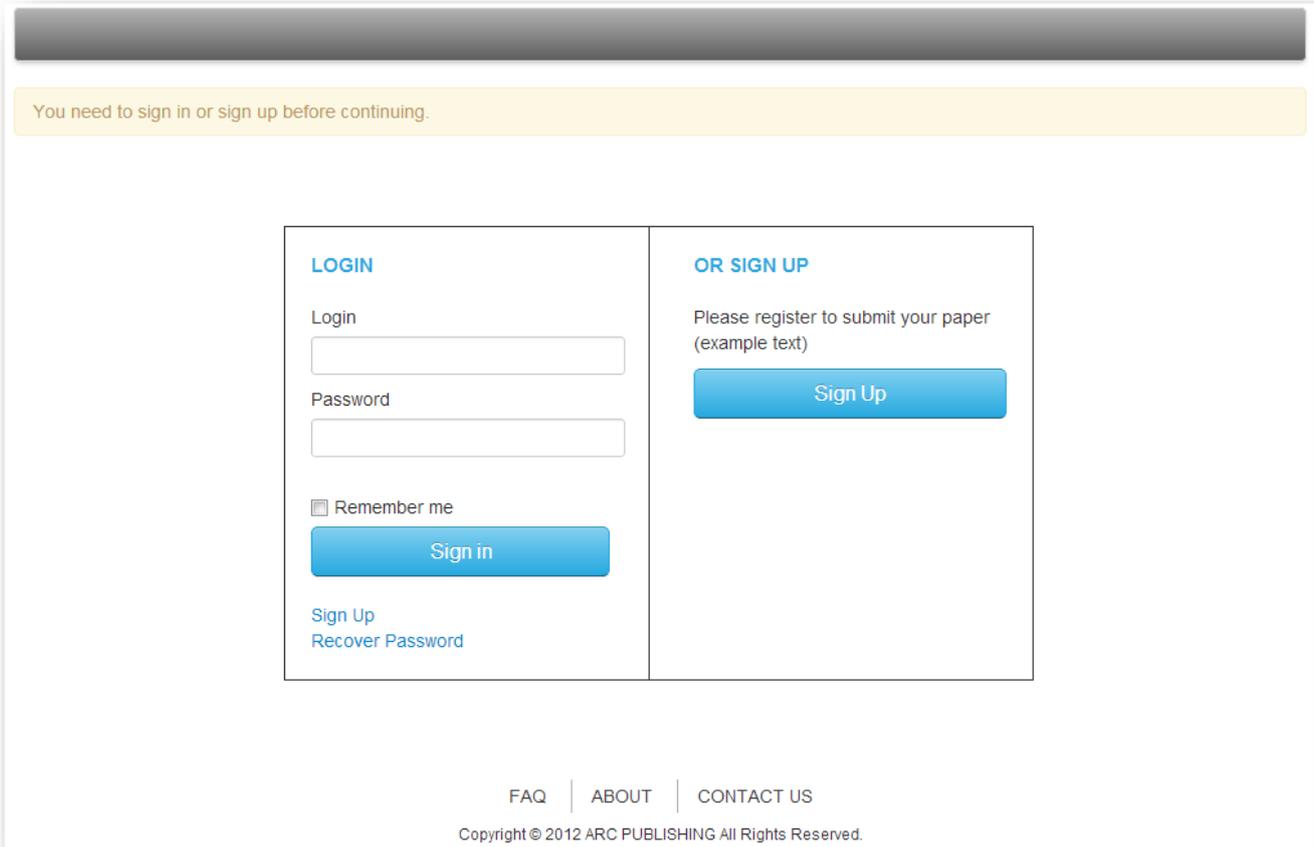
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## Login information

The web-address (URL) to access the manuscripts' login page is usually provided in the Journal's website.

When you access this web-address, you will find a login page similar to the following:



You need to sign in or sign up before continuing.

|  |  |
|--|--|
| <p><b>LOGIN</b></p> <p>Login</p> <input type="text"/>  | <p><b>OR SIGN UP</b></p> <p>Please register to submit your paper<br/>(example text)</p> <p><a href="#">Sign Up</a></p> |
| <p>Password</p> <input type="text"/>   |  |
| <p><input type="checkbox"/> Remember me</p> <p><a href="#">Sign in</a></p> <p><a href="#">Sign Up</a><br/><a href="#">Recover Password</a></p> |  |

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## Creating an account

At the login page you can create an account by clicking [Sign Up](#).

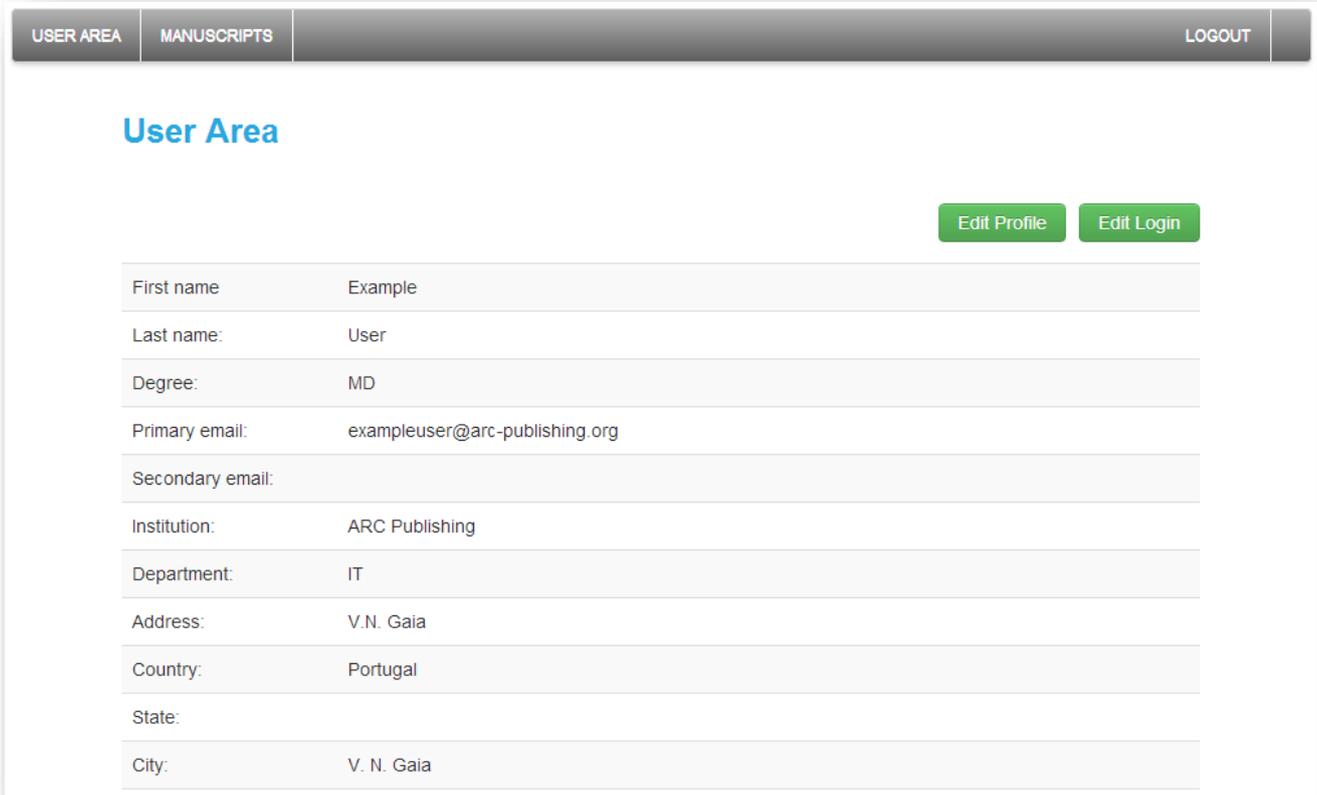
Then you should enter your information in the respective fields. Only fields marked with “\*” are mandatory. You can navigate through the registration form by clicking the “**Go back**” and “**Next step**” buttons.

Once you are finished completing the fields click [Review and finish](#).

Then review the information and click [Submit](#) to create the account.

## Editing account information

To update your account information, first sign in and then click [USER AREA](#) .



| Field            | Value                          |
|------------------|--------------------------------|
| First name       | Example                        |
| Last name:       | User                           |
| Degree:          | MD                             |
| Primary email:   | exampleuser@arc-publishing.org |
| Secondary email: |                                |
| Institution:     | ARC Publishing                 |
| Department:      | IT                             |
| Address:         | V.N. Gaia                      |
| Country:         | Portugal                       |
| State:           |                                |
| City:            | V. N. Gaia                     |

In the **“User Area”** page you can update your Profile information by clicking [Edit Profile](#) .

Additionally it is also possible to edit your Login information (*i.e.* Username, Name, Email, Password) by clicking [Edit Login](#) .

## Recovering password

To recover your password, click on the **“Recover Password”** button in the login page (see [Login Page](#)) and then introduce the email address associated with your account. The system will automatically send you an email containing the instructions to recover your login information. Please make sure to check your SPAM folder in case this message does not arrive in your inbox.

## Deleting account

**Please note that deleting an account is an irreversible process, so your account cannot be recovered or access afterwards.**

To delete your account, first log in and then click . Once on your “**User Area**” click . On the bottom of the “**Edit Login**” page click “**Cancel my account**” and then confirm that the account is to be cancelled.

Note: Once cancelled, the account will not be accessible. However, the manuscripts already submitted will remain available to the editor for further reference. For more details on this issue please refer to the **Privacy Statement** available on the system “**About**” page.

## Accepting a peer-review invitation

Once the editor invites you to review a manuscript, you will receive an invitation email generated by the *Manuscripts system*. Here you will find a web-address (URL) that you should access (click or copy to the browser address bar) to view the manuscript information. However, to access this information you should be signed in into the system by:

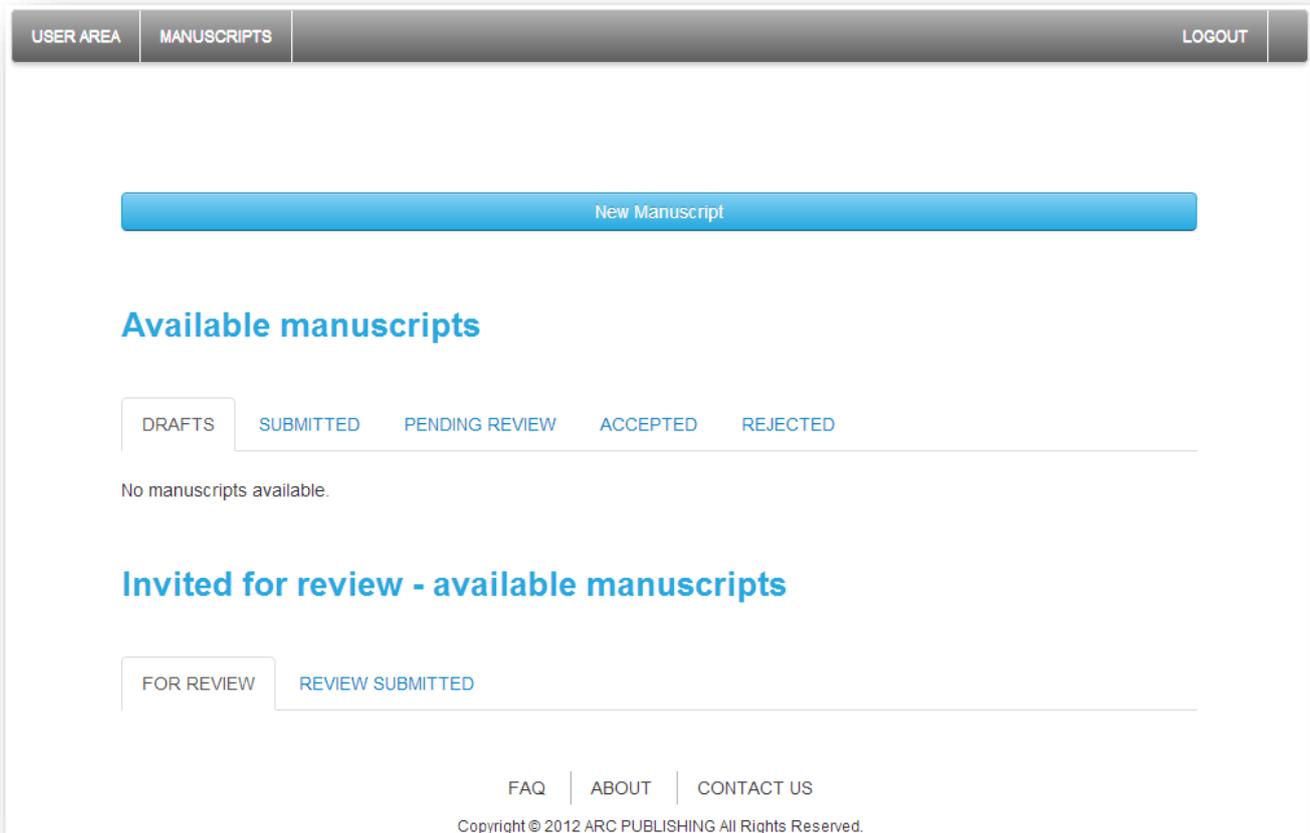
- **Creating a new account** – For reviewers that do not have used the system yet. Please refer to the section [“Creating an account”](#) above.
- **Using an existing account** – For reviewers that have used the system before. Please sign in with your username and password. If you have trouble remembering your login information, you can recover it by following the process detailed above in the section [“Recovering password”](#).

If you are sign out, immediately after accessing the invitation link (web-address provided in the email invitation) you can also create an account or sign in: the manuscript’s information and review page will be automatically displayed afterwards.

## Manuscripts area

The “**Manuscripts**” area is the place where you can manage the manuscripts associated with your account. This area is automatically loaded after login into the system.

You can also access this area by clicking  .



The screenshot shows a web interface for the Manuscripts area. At the top, there is a navigation bar with three tabs: "USER AREA", "MANUSCRIPTS" (which is active), and "LOGOUT". Below the navigation bar, there is a prominent blue button labeled "New Manuscript". Underneath this button, the heading "Available manuscripts" is displayed. Below the heading, there are five tabs: "DRAFTS", "SUBMITTED", "PENDING REVIEW", "ACCEPTED", and "REJECTED". The "DRAFTS" tab is currently selected. Below the tabs, the text "No manuscripts available." is shown. Further down, there is another heading "Invited for review - available manuscripts". Below this heading, there are two tabs: "FOR REVIEW" and "REVIEW SUBMITTED". At the bottom of the page, there are three links: "FAQ", "ABOUT", and "CONTACT US". Below these links, the copyright notice "Copyright © 2012 ARC PUBLISHING All Rights Reserved." is displayed.

## Available manuscripts

The “**Available manuscripts**” section contains all the information on the manuscripts you created. This section is only useful to authors. For more information on this section’s contents please refer to the [Manuscripts Author Guide](#).

## Invited for review - available manuscripts

This section contains information on peer-review activity. The manuscripts associated with the users involved in the peer-review process as reviewers are listed here.

The manuscripts only appear in this section after you access the invitation link (web-address available on the invitation email). If you have been invited to review a manuscript, but this manuscript does not appear in this section, please re-open the web-address made available to you by email. For further clarifications please use the “**CONTACT US**” link at the bottom of the page.

### FOR REVIEW

This section contains all the manuscripts for which you have accessed the invitation link, but have not yet submitted a definitive review.

**Invited for review - available manuscripts**

FOR REVIEW | REVIEW SUBMITTED

Show 10 entries Search:

| Title                              | Type           | Subject         | Status  |
|------------------------------------|----------------|-----------------|---------|
| <a href="#">Manuscript Example</a> | Review Article | Example subject | Pending |

Showing 1 to 1 of 1 entries

← Previous 1 Next →

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You can access the page where the review should be submitted by clicking on the manuscript “**Title**”.

This page is also displayed when accessing the web-address sent to you by email.

|           |             |               |                  |                     |        |
|-----------|-------------|---------------|------------------|---------------------|--------|
| USER AREA | MANUSCRIPTS | USER PROFILES | MANUSCRIPT TYPES | MANUSCRIPT SUBJECTS | LOGOUT |
|-----------|-------------|---------------|------------------|---------------------|--------|

## Manuscript info

**Title:** Manuscript Example  
**Abstract:** Manuscript Example Abstract  
**Manuscript type:** Review Article  
**Manuscript subject:** Example subject

## Available files

These are the available files attached to this submission:

- [Example\\_File.docx](#)

## Submit review

Before starting the assessment of this manuscript please read our guidelines for peer-review, available at [this link](#).

Please submit your review in the following text-box or upload the review file (if you uploaded a review file please let us know by writing "review as an attachment" in the text-box):

\* Message

Review file  No file chosen

If you submit your revision as an attachment, please tell us so in the message box above.

In this page, you have available all the information on the article as well as the review submission form:

- **Manuscript info** – contains basic identification/classification information on the manuscript.
- **Available files** – contains all the files associated with the manuscript. To download these files for review you should click on the files' names.
- **Peer-review guidelines** – contains the guidelines prepared by the editor to support reviewers. To download the guidelines you should click on "**this link**", in the first paragraph of the submit review section.

- **Submit review** – contains the area where you should place the comments on the manuscript to make them available to the editor. You should consult the guidelines for review in order to understand if the comments are to be placed in the text box or in an appropriate file/form and then uploaded by clicking . If a file is to be uploaded, please let the editor know by writing “review as an attachment” in the textbox. At last, you should click  to make the review available to the editor.

## REVIEW SUBMITTED

This section contains all the manuscripts for which you have already submitted a review. To access the information on your past reviews, you should click on the manuscript “**Title**”.