

Engaged Management Review Associate Editor Guidelines

V.1.0

Friday, March 11, 2015

ENGAGED MANAGEMENT ReView

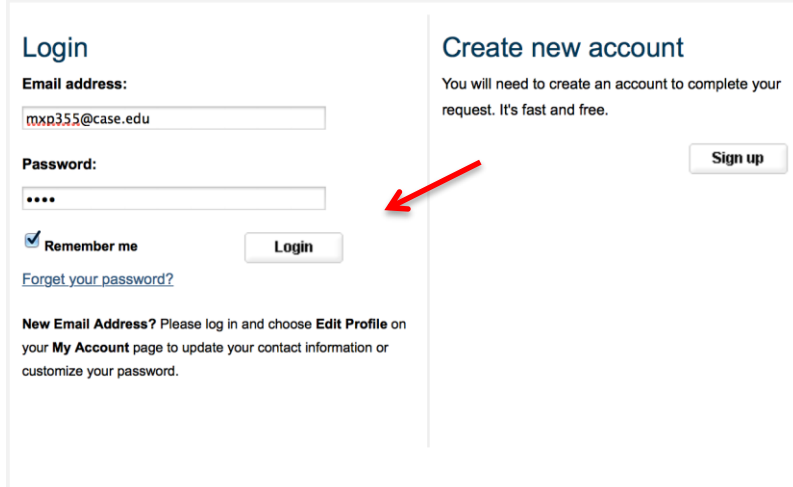
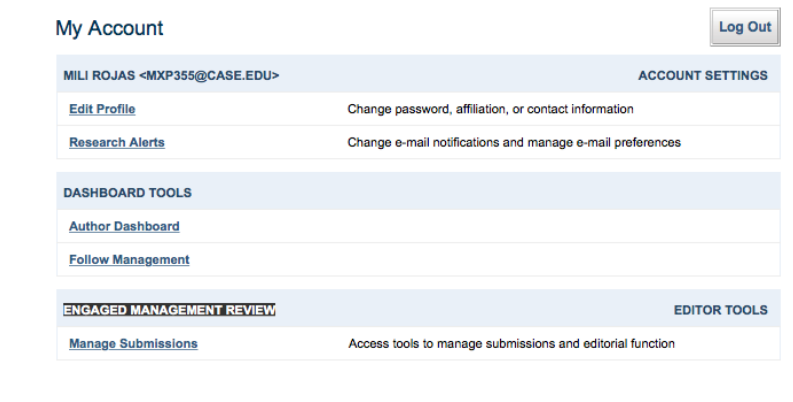
Table of Contents

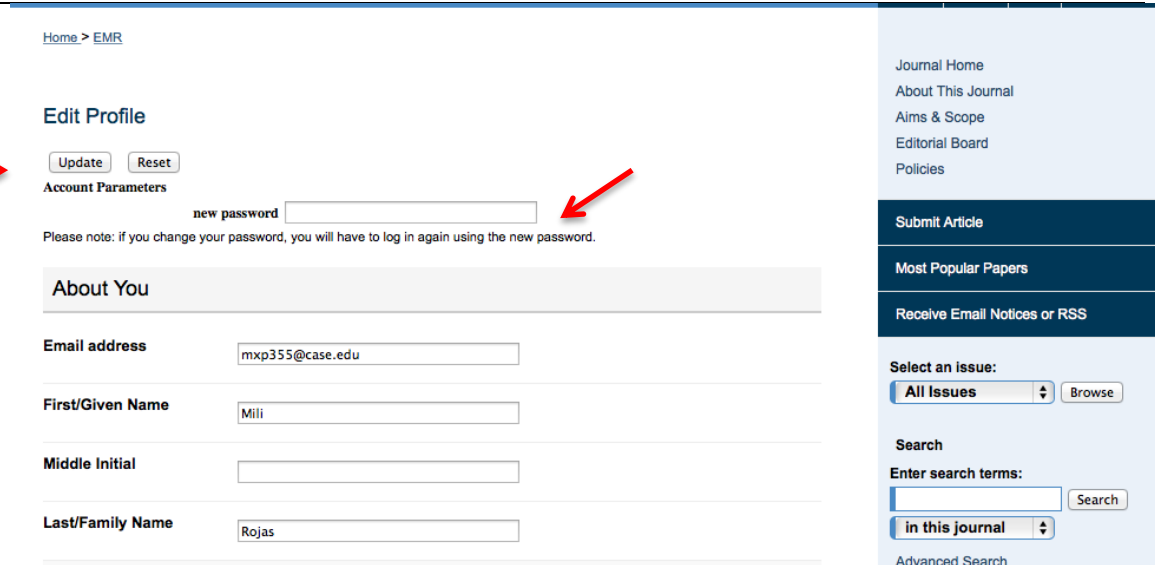
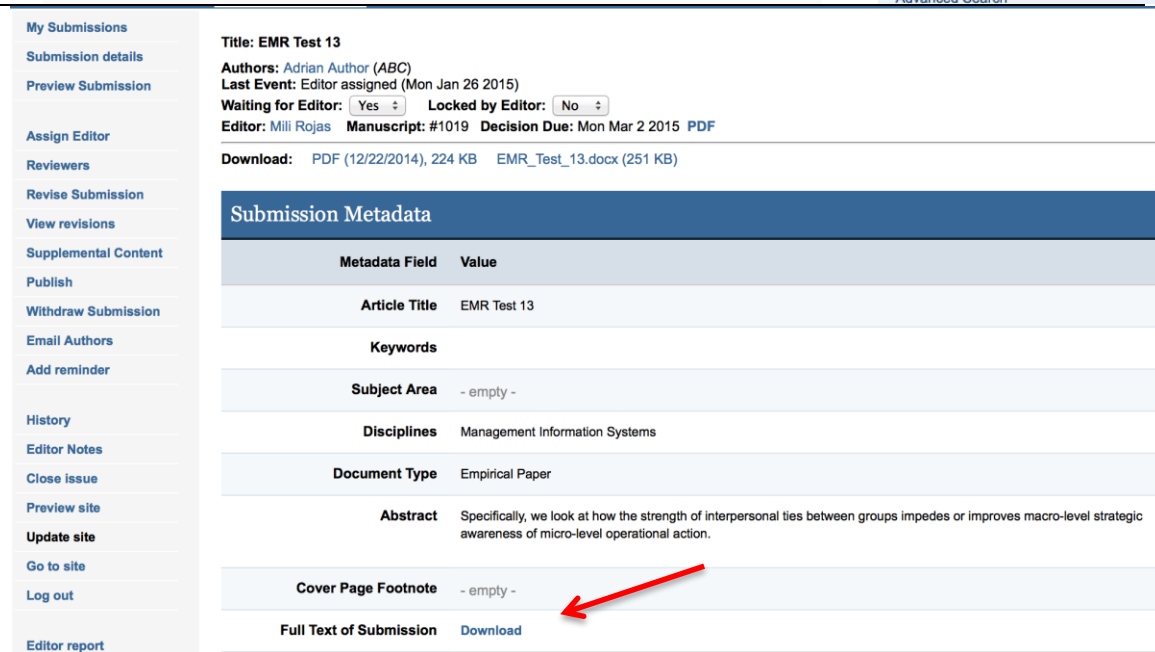
Engaged Management ReView (EMR) – Associate Editor Guidelines	3
SECTION 1: Associate Editor – How to Access Assigned Articles & Profile Updates	3
SECTION 2: Associate Editor – How to Assign Reviewers	6
SECTION 3: Associate Editor – How to Access Reviewer’s Reviews	15
SECTION 4: Associate Editor – How to Prepare Associate Editor’s Report and Assign Articles back to Editor-In-Chief	19
SECTION 5: Associate Editor – How to Manage Author’s Revisions.....	22
SECTION 6: Associate Editor – How to Assign Revised Manuscript to Reviewers for a Second Review.....	28
SECTION 7: Associate Editor – How to Prepare Second Associate Editor’s Report and Assign Articles back to Editor-In-Chief	31
Appendix 1: What to do if a Reviewer does not provide timely reports.....	35
Appendix 2: What to do if a Reviewer sends a report outside the system	44

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</p> <p>Milagros Pereyra</p> <p>Sent: Monday, January 26, 2015 at 10:25 AM</p> <p>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>

<p>Login</p>	<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 [v] Browse</p> <p>Search Enter search terms: [] Search in this journal [v]</p> <p>Advanced Search</p> <p>About This Journal Aims & Scope Editorial Board Policies</p>
<p>Updating profile</p>	<p>Once logged in, select "Edit Profile" under "My Account" to make changes to your account including a new password.</p>		<p>Submit Article</p> <p>Most Popular Papers</p> <p>Receive Email Notices or RSS</p> <p>Select an issue: All Issues [v] Browse</p> <p>Search Enter search terms: [] Search</p>

<p>Updating Password</p>	<p>On the “Edit Profile” screen, type a new password and click on “Update” to save the changes.</p>	 <p>The screenshot shows the 'Edit Profile' page with the following elements:</p> <ul style="list-style-type: none"> Home > EMR Account Parameters: Update, Reset buttons new password: [input field] Please note: if you change your password, you will have to log in again using the new password. About You section with fields for: <ul style="list-style-type: none"> Email address: mxp355@case.edu First/Given Name: Mili Middle Initial: [input field] Last/Family Name: Rojas Right sidebar: Journal Home, About This Journal, Aims & Scope, Editorial Board, Policies, Submit Article, Most Popular Papers, Receive Email Notices or RSS, Select an issue: All Issues (dropdown), Search: Enter search terms: [input field], in this journal (dropdown), Advanced Search. 																		
<p>Article metadata and article view</p>	<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>	 <p>The screenshot shows the article metadata page with the following elements:</p> <ul style="list-style-type: none"> 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: Yes (dropdown), Locked by Editor: No (dropdown) 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 table: <table border="1"> <thead> <tr> <th>Metadata Field</th> <th>Value</th> </tr> </thead> <tbody> <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>Download</td> </tr> </tbody> </table> 	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
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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: Locked by 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

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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

<p>Assign Reviewers</p>	<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>	<ul style="list-style-type: none"> My Submissions Submission details Preview Submission Assign Editor Reviewers Revise Submission View revisions Supplemental Content Publish Withdraw Submission Email Authors Add reminder 	<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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Assign reviewers
(option 1: Enter a New
Reviewer – Part 1)

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.

Click on **Suggest reviewer** once
all mandatory fields are recorded.

Title: EMR Test 13



Authors: Adrian Author (ABC)

Last Event: Editor assigned (Mon Jan 26 2015)

Waiting for Editor: Yes **Locked by Editor:** No

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

New reviewer



Add to Master List of Reviewers

Fields in red are required.

Subject Area / Notes:

Email address *

First/Given Name *

Middle Initial

Last/Family Name *

Suffix

Institutional Affiliation

Phone Number

Fax Number

Postal Address (line 1)

Postal Address (line 2)

Postal Address (line 3)

Postal Address (line 4)

City

State

Zip Code/Post Code

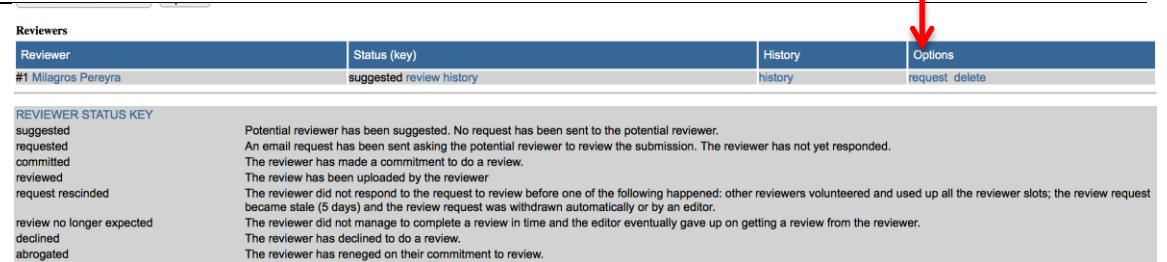
Country

© Press

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.






The screenshot shows a table titled 'Reviewers' with four columns: 'Reviewer', 'Status (key)', 'History', and 'Options'. A red arrow points to the 'Options' column. Below the table is a 'REVIEWER STATUS KEY' section with two columns: the status key and its description.

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

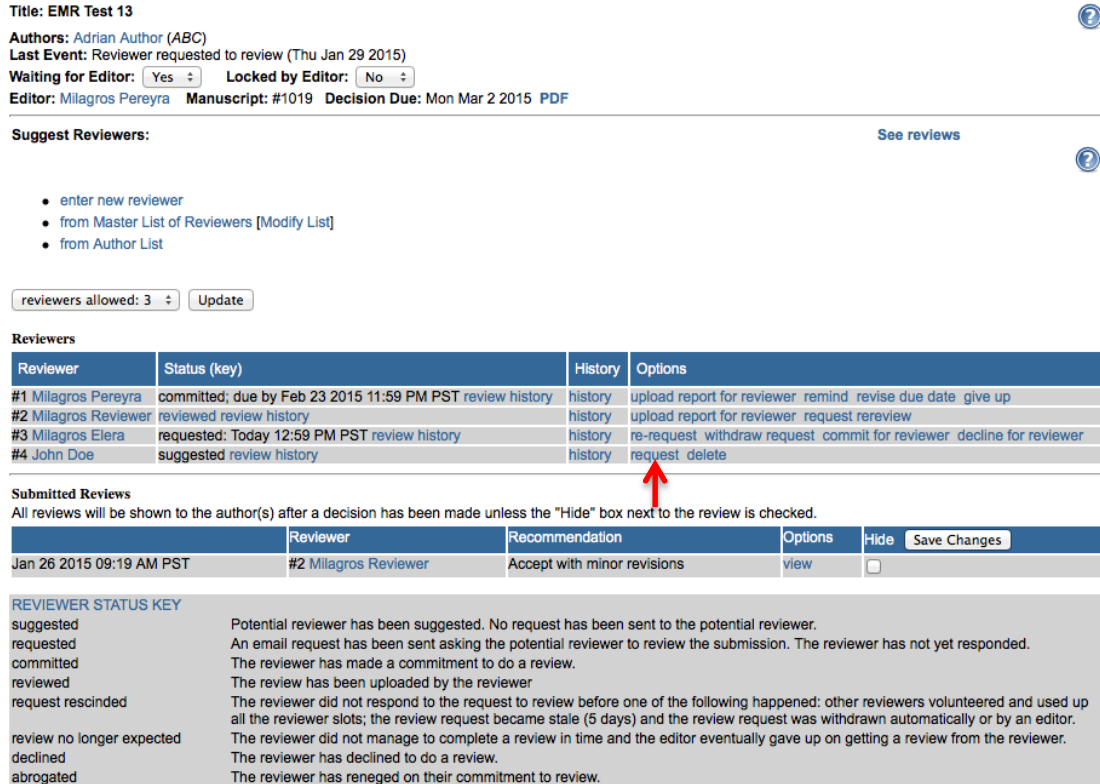
REVIEWER STATUS KEY	
suggested	Potential reviewer has been suggested. No request has been sent to the potential reviewer.
requested	An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.
committed	The reviewer has made a commitment to 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.

<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>	<ul style="list-style-type: none"> 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 	<div style="border: 1px solid #ccc; padding: 10px;"> <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 <input type="button" value="v"/> Locked by Editor: No <input type="button" value="v"/></p> <p>Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</p> <hr/> <p>Request Review from Milagros Pereyra</p> <p>Review due date: <input checked="" type="radio"/> 02/23/2015 <input type="radio"/> 28 days after reviewer agrees to review.</p> <hr/> <p>From: Mili Rojas <mxp355@case.edu> To: Milagros Pereyra <milagros@pitt.edu> Cc: "Mili Rojas" <input type="button" value="Send"/> <input type="button" value="Reset to boilerplate"/></p> <p>Attachment 1: <input type="button" value="Choose File"/> no file selected <input type="button" value="-"/> <input type="button" value="+"/></p> <p>Subject: <input type="text" value="Request to review MS #1019 for Engaged Management ReView"/></p> <p>Body (Note: "DAYS_ALLOWED" will be replaced with text of time allotted for the review as above)</p> <div style="border: 1px solid #ccc; padding: 10px; min-height: 300px;"> <p>Dear Milagros Pereyra,</p> <p>=====</p> <p>[REVIEWER LETTER]</p> <p>=====</p> <p>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.</p> <p>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.</p> <p>To review the submission, please log into EMR using the URL:</p> <p>http://demo.case.bepress.com/cgi/preview.cgi?.authP=article%2Ccontext%2Creview_request%2Clogin&review_request=yes&context=emr&article=1019&.authT=ET4HaPqaKGhci%2BM7ffjW62svHmzxL8&login=1262776</p> </div> </div>
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<p>Assign reviewers (option 1: Enter a New Reviewer – Part 4)</p>	<p>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”)</p>	<p>Reviewers</p> <table border="1"> <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>requested: Today 08:02 AM PST</td> <td>review history</td> <td>history re-request withdraw request commit for reviewer decline for reviewer</td> </tr> </tbody> </table> <p>REVIEWER STATUS KEY</p> <table> <tr> <td>suggested</td> <td>Potential reviewer has been suggested. No request has been sent to the potential reviewer.</td> </tr> <tr> <td>requested</td> <td>An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.</td> </tr> <tr> <td>committed</td> <td>The reviewer has made a commitment to do a review.</td> </tr> <tr> <td>reviewed</td> <td>The review has been uploaded by the reviewer.</td> </tr> <tr> <td>request rescinded</td> <td>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.</td> </tr> <tr> <td>review no longer expected</td> <td>The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.</td> </tr> <tr> <td>declined</td> <td>The reviewer has declined to do a review.</td> </tr> <tr> <td>abrogated</td> <td>The reviewer has reneged on their commitment to review.</td> </tr> </table>	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	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.
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<p>Assign Reviewers (Option 2: Select From Master List of Reviewers – Part 2)</p>	<p>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.</p>	<p>Title: EMR Test 13 ?</p> <p>Authors: Adrian Author (ABC)</p> <p>Last Event: Reviewer requested to review (Thu Jan 29 2015)</p> <p>Waiting for Editor: <input type="button" value="Yes"/> Locked by Editor: <input type="button" value="No"/></p> <p>Editor: Milagros Pereyra Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</p> <hr/> <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</p> <table border="1"> <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>history 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>history 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>history re-request withdraw request commit for reviewer decline for reviewer</td> </tr> </tbody> </table> <p>Suggest Reviewer(s) from Master List of Reviewers </p> <p>Find potential reviewer(s) with <input type="text"/></p> <p>Last name begins with: A B C D E F G H I J K L M Sort: <input type="button" value="Last Name"/> <input type="button" value="Find"/> <input type="button" value="Show All"/> </p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> beginning the Last Name in the Last Name <input type="checkbox"/> in the Institution <input type="checkbox"/> in the Subject Area / Notes <input type="checkbox"/> in the Email Address </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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<p>Assign Reviewers (Option 2: Select From Master List of Reviewers – Part 3)</p>	<p>Once a reviewer is found, click on the checkbox next to his/her last name and click on “Suggest Reviewer(s)”</p>	<p>Title: EMR Test 13 ?</p> <p>Authors: Adrian Author (ABC) Last Event: Reviewer requested to review (Thu Jan 29 2015) Waiting for Editor: <input type="button" value="Yes"/> Locked by Editor: <input type="button" value="No"/> Editor: Milagros Pereyra Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</p> <hr/> <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</p> <table border="1"> <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>history 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>history 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>history re-request withdraw request commit for reviewer decline for reviewer</td> </tr> </tbody> </table> <p>Suggest Reviewer(s) from Master List of Reviewers</p> <p>Find potential reviewer(s) with <input type="text" value="Reviewer"/> beginning the Last Name <input type="button" value="Sort: Last Name"/> <input type="button" value="Find"/> <input type="button" value="Show All"/></p> <p>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</p> <p>Showing 1 - 2 of 2</p> <table border="1"> <thead> <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> </thead> <tbody> <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> </tbody> </table> <p style="text-align: right;"><input type="button" value="Suggest Reviewer(s)"/> <input type="button" value="Clear Selection"/></p>	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	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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<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>	<p>MS #1019: Report uploaded by Milagros Reviewer mailsystem@bepress.com</p> <p>Sent: Monday, January 26, 2015 at 12:19 PM To: Mili Rojas</p> <p>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.</p> <p>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</p>																																																

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

Access Review

This screen contains the PDF review form completed by reviewer as well as the recommended decision.

This screen appears by clicking on the link provided in the email received ([see email](#))

The screenshot displays a submission management interface. At the top, there are two tabs: "Manage Submissions" (active) and "My Account". On the left is a vertical sidebar menu with the following items: 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, and Log out. The main content area shows details for a submission titled "EMR Test 13". It lists the author as "Adrian Author (ABC)", the last event as "Review completed (Mon Jan 26 2015)", and the editor as "Mili Rojas". There are dropdown menus for "Waiting for Editor" (set to "Yes") and "Locked by Editor" (set to "No"). The manuscript number is #1019 and the decision due date is Mon Mar 2 2015. A "PDF" link is provided. Below this, it shows a review by "Reviewer #2: Milagros Reviewer <milagrospererojas@gmail.com>". A red arrow points to the review details, which include a recommendation to "Accept with minor revisions" and a history of events: Requested (Today 09:08 AM PST), Committed (Today 09:11 AM PST), Due date (Feb 23 2015 11:59 PM PST), and Submitted (Today 09:19 AM PST). At the bottom, there is a "Referee report:" section with a "PDF" link, which is also pointed to by a red arrow.

Sample View of Review Form

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

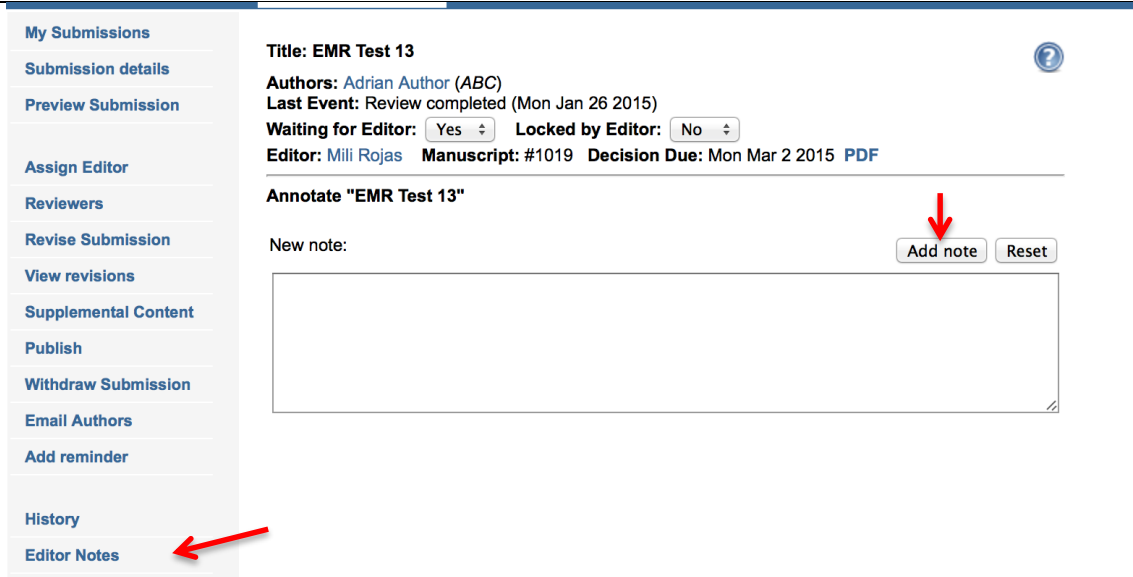
EMR-ReviewFormFinal-3-Fillable.pdf

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 shows a web interface for managing a submission titled "EMR Test 13". On the left is a sidebar menu with options: 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" option. The main content area displays submission details: Authors: Adrian Author (ABC), Last Event: Review completed (Mon Jan 26 2015), Waiting for Editor: Yes (dropdown), Locked by Editor: No (dropdown), Editor: Mili Rojas, Manuscript: #1019, Decision Due: Mon Mar 2 2015, and a PDF icon. Below this is a section titled "Annotate 'EMR Test 13'" with 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.”	<p>Title: EMR Test 13 ?</p> <p>Authors: Adrian Author (ABC)</p> <p>Last Event: Review completed (Fri Jan 30 2015)</p> <p>Waiting for Editor: Yes <input type="checkbox"/> Locked by Editor: No <input type="checkbox"/></p> <p>Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</p> <hr/> <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 <input type="button" value="Update"/></p> <p>Reviewers</p> <table border="1"> <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>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> </tbody> </table> <hr/> <p>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.</p> <table border="1"> <thead> <tr> <th></th> <th>Reviewer</th> <th>Recommendation</th> <th>Options</th> <th>Hide</th> <th><input type="button" value="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>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> </tbody> </table> <hr/> <p>REVIEWER STATUS KEY</p> <table> <tr> <td>suggested</td> <td>Potential reviewer has been suggested. No request has been sent to the potential reviewer.</td> </tr> <tr> <td>requested</td> <td>An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.</td> </tr> <tr> <td>committed</td> <td>The reviewer has made a commitment to do a review.</td> </tr> <tr> <td>reviewed</td> <td>The review has been uploaded by the reviewer</td> </tr> <tr> <td>request rescinded</td> <td>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.</td> </tr> <tr> <td>review no longer expected</td> <td>The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.</td> </tr> <tr> <td>declined</td> <td>The reviewer has declined to do a review.</td> </tr> <tr> <td>abrogated</td> <td>The reviewer has reneged on their commitment to review.</td> </tr> </table>	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	<input type="button" value="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"/>		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.
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declined	The reviewer has declined to do a review.																																																									
abrogated	The reviewer has reneged on their commitment to review.																																																									
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: [Mili 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
- Mili Rojas
- Denise Rousseau
- Jose Sagamaga
- 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):

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

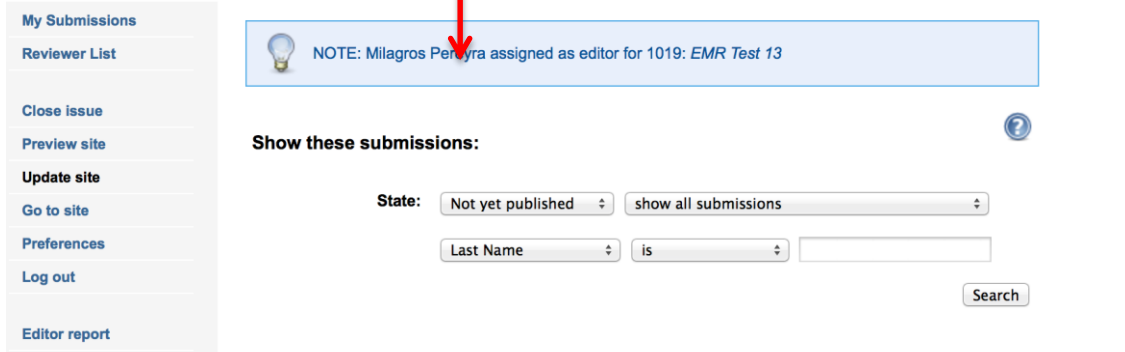
4 Strong

5 Very Strong

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

5




<p>Assign article back to Editor-In-Chief (part 2)</p>	<p>Click on “assign” at the end of the names list.</p>	<ul style="list-style-type: none"> <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 <p><input type="button" value="Assign"/> ←</p>
<p>Confirmation Page</p>	<p>A confirmation page appears. (For testing and demo purposes, the name of Editor-In-Chief is fictitious on this screen)</p>	 <p>The screenshot shows a sidebar on the left with navigation links: My Submissions, Reviewer List, Close issue, Preview site, Update site, Go to site, Preferences, Log out, and Editor report. The main content area features a blue notification box with a lightbulb icon and the text: "NOTE: Milagros Pereyra assigned as editor for 1019: EMR Test 13". Below this is a section titled "Show these submissions:" with a help icon. It includes a "State:" dropdown menu set to "Not yet published" and a "show all submissions" dropdown. There are also search filters for "Last Name" and "is" with a "Search" button.</p>

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

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)

Waiting for Editor: Locked by Editor:

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.

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)

<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.

Responses to Reviewer [Insert Reviewer #3]

ID	Page #	Comment (Copy and paste directly)	Response
1			
2			
3			
4			
5			
6			
7			
Etc.			

<p>Accessing Revised Submission (part 5)</p>	<p>The rest of the document should contain the revised manuscript.</p>	<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: Yes No **Locked by Editor:** Yes No
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.

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)

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 No **Locked by Editor:** Yes 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

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"/>	<input type="button" value="Save Changes"/>
Jan 30 2015 11:54 AM PST	#3 Milagros Elera	Accept with minor revisions	view	<input type="checkbox"/>	<input type="button" value="Save Changes"/>
Jan 30 2015 11:59 AM PST	#1 Milagros Pereyra	Accept with minor revisions	view	<input type="checkbox"/>	<input type="button" value="Save Changes"/>
Jan 30 2015 1:31 PM PST	#4 Mili Rojas	Accept with minor revisions	view	<input type="checkbox"/>	<input type="button" value="Save Changes"/>

REVIEWER STATUS KEY

<p>suggested requested committed reviewed request rescinded review no longer expected declined abrogated</p>	<p>Potential reviewer has been suggested. No request has been sent to the potential reviewer.</p> <p>An email request has been sent asking the potential reviewer to review the submission. The reviewer has not yet responded.</p> <p>The reviewer has made a commitment to do a review.</p> <p>The review has been uploaded by the reviewer</p> <p>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.</p> <p>The reviewer did not manage to complete a review in time and the editor eventually gave up on getting a review from the reviewer.</p> <p>The reviewer has declined to do a review.</p> <p>The reviewer has reneged on their commitment to review.</p>
--	--

29

Assigning Reviewers for a Second Review (part 3)

A template letter to request a rereview is provided at this stage. This can be modified as wish.

Click on “Send” to request the second review.

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

Request Review from Milagros Reviewer

Review due date: 02/23/2015
 28 days after reviewer agrees to review.



From: Mili Rojas <mxp355@case.edu>
To: Milagros Reviewer <milagrospererojas@gmail.com>
Cc: "Mili Rojas"

Attachment 1: no file selected



Subject:

Would you please re-review MS #1019 for Engaged Management ReView?

Body (Note: "DAYS_ALLOWED" will be replaced with text of time allotted for the review as above)

Dear Milagros Reviewer,

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.

Thanks very much for your time and attention to this and your continued support for EMR.

Best wishes,


Your Reviewer Account URL:

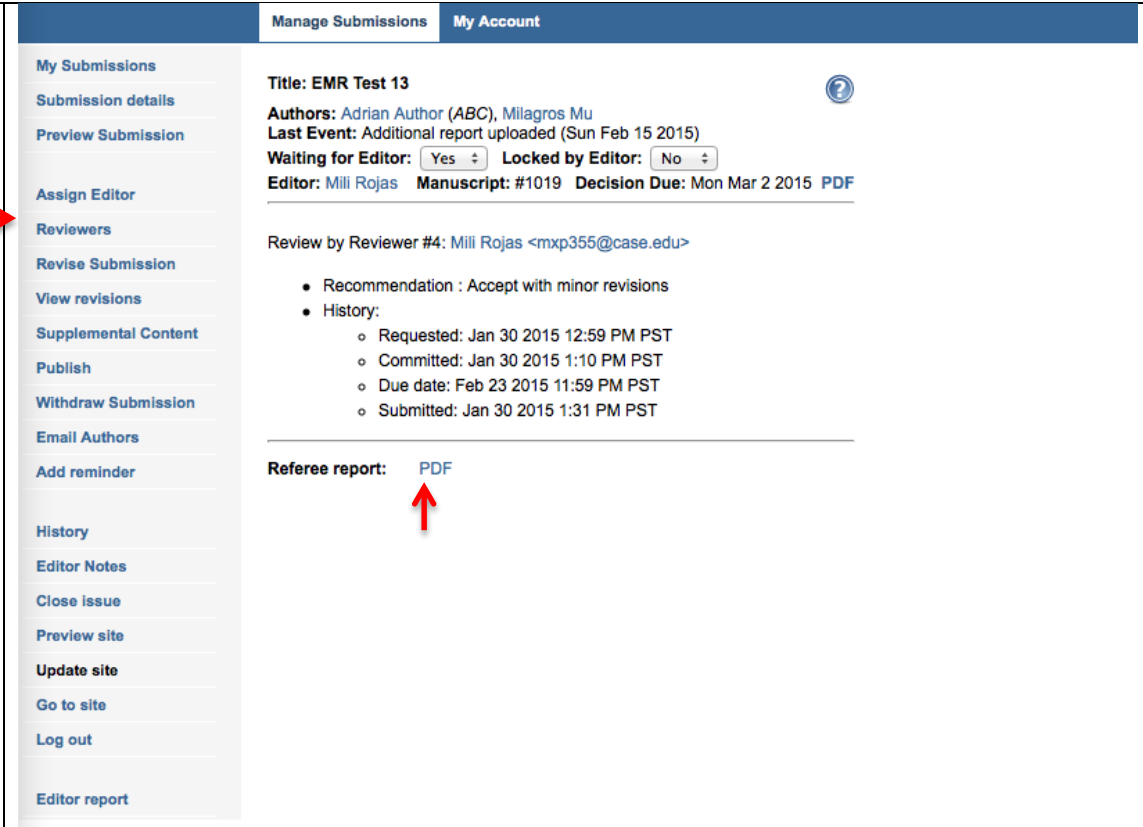
http://demo.case.bepress.com/cgi/preview.cgi?authP=article%2Ccontext%2Creview_request%2Clogin&review_request=yes&context=emr&article=1019&authT=9uAc%2FshaygWCKLvZA0kgFhe1H1ABQ4&login=1263534

Mili Rojas
Editor in Chief
PO: aw; mpr

Engaged Management ReView

SECTION 7: Associate Editor – How to Prepare Second Associate Editor’s Report and Assign Articles back to Editor-In-Chief

<p>Receiving Notification of Reviewer rereview</p>	<p>Reviewers’ get rereviews notifications via email.</p> <p>Click on the link at the bottom of the email to access the rereview.</p>	<p>MS #1019: Report uploaded by Mili Rojas mailsystem@bepress.com Sent: Sunday, February 15, 2015 at 4:00 PM To: Mili Rojas</p> <p>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.</p> <p>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</p> 
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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>	 <p>Manage Submissions My Account</p> <p>My Submissions</p> <p>Submission details</p> <p>Preview Submission</p> <p>Assign Editor</p> <p>Reviewers</p> <p>Revise Submission</p> <p>View revisions</p> <p>Supplemental Content</p> <p>Publish</p> <p>Withdraw Submission</p> <p>Email Authors</p> <p>Add reminder</p> <p>History</p> <p>Editor Notes</p> <p>Close Issue</p> <p>Preview site</p> <p>Update site</p> <p>Go to site</p> <p>Log out</p> <p>Editor report</p> <p>Title: EMR Test 13</p> <p>Authors: Adrian Author (ABC), Milagros Mu</p> <p>Last Event: Additional report uploaded (Sun Feb 15 2015)</p> <p>Waiting for Editor: Yes <input type="button" value="v"/> Locked by Editor: No <input type="button" value="v"/></p> <p>Editor: Mili Rojas Manuscript: #1019 Decision Due: Mon Mar 2 2015 PDF</p> <p>Review by Reviewer #4: Mili Rojas <mxp355@case.edu></p> <ul style="list-style-type: none">• Recommendation : Accept with minor revisions• History:<ul style="list-style-type: none">◦ Requested: Jan 30 2015 12:59 PM PST◦ Committed: Jan 30 2015 1:10 PM PST◦ Due date: Feb 23 2015 11:59 PM PST◦ Submitted: Jan 30 2015 1:31 PM PST <p>Referee report: PDF</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](#)

Suggest Reviewers: [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.

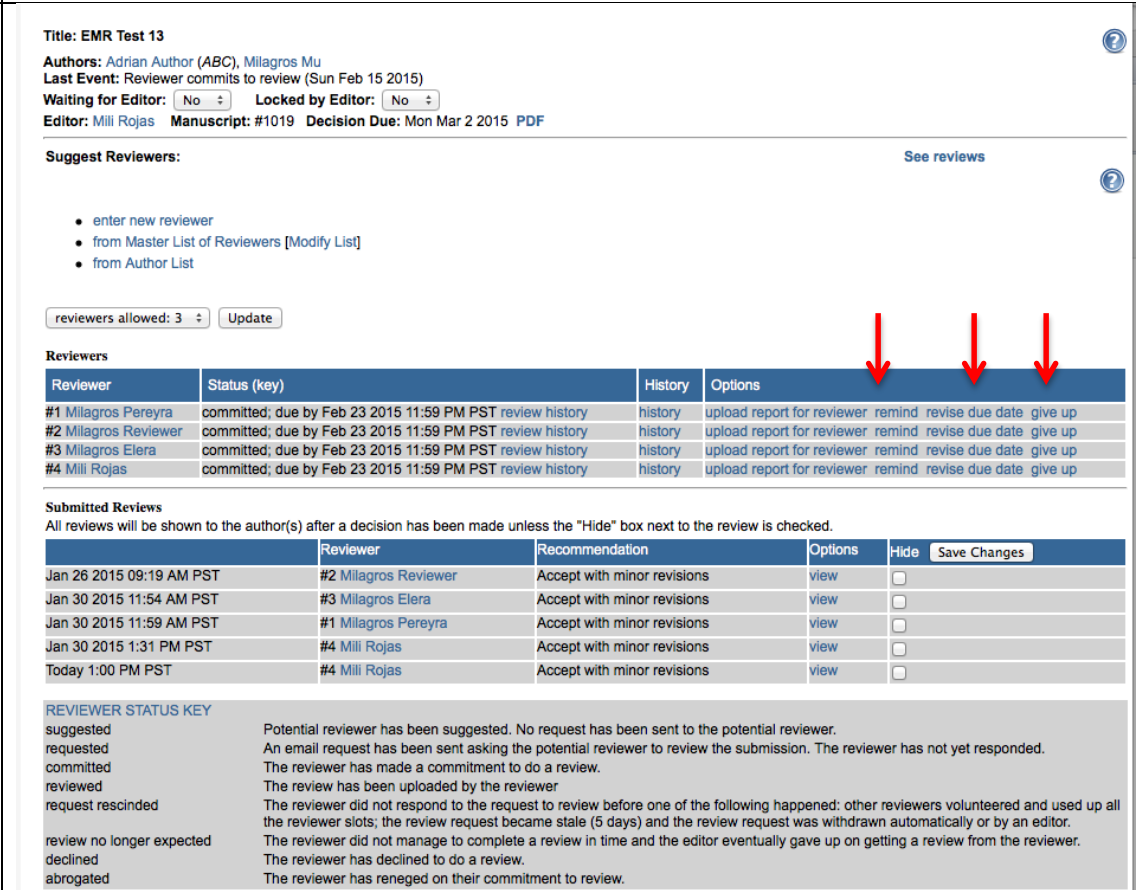
	Reviewer	Recommendation	Options	Hide	<input type="button" value="Save Changes"/>
Jan 26 2015 09:19 AM PST	#2 Milagros Reviewer	Accept with minor revisions	view	<input type="checkbox"/>	
Jan 30 2015 11:54 AM PST	#3 Milagros Elera	Accept with minor revisions	view	<input type="checkbox"/>	
Jan 30 2015 11:59 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.

<p>Review History (part 2)</p>	<p>The second section shows all Submitted Reviews. You can see the reviews that have been received.</p>	<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: <input type="button" value="No"/> 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: See reviews ?</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>Reviewers</p> <table border="1"> <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>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>#3 Milagros Elera</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>#4 Mili Rojas</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> </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 border="1"> <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><input type="button" value="Save Changes"/></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><input type="button" value="Save Changes"/></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><input type="button" value="Save Changes"/></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><input type="button" value="Save Changes"/></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><input type="button" value="Save Changes"/></td> </tr> </tbody> </table> <p>REVIEWER STATUS KEY</p> <table> <tr> <td>suggested</td> <td>Potential reviewer has been suggested. 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Appendix 1: What to do if a Reviewer does not provide timely reports

Step	Description	Screenshot																																																								
<p>Give up on non-responsive reviewer</p> <ol style="list-style-type: none"> 1. Remind the reviewer 2. Revise the due date 3. 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>		 <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: <input type="text" value="No"/> Locked by Editor: <input type="text" value="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 <input type="button" value="Update"/></p> <table border="1"> <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>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>#3 Milagros Elera</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>#4 Mili Rojas</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> </tbody> </table> <p>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.</p> <table border="1"> <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><input type="checkbox"/></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><input type="checkbox"/></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><input type="checkbox"/></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><input type="checkbox"/></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><input type="checkbox"/></td> </tr> </tbody> </table> <p>REVIEWER STATUS KEY</p> <ul style="list-style-type: none"> suggested: 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: **Locked by Editor:**


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

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
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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	<input type="button" value="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"/>	
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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.
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declined	The reviewer has declined to do a review.
abrogated	The reviewer has reneged on their commitment to review.

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.

The screenshot displays a web interface for managing submissions. At the top, navigation tabs include 'Manage Submissions', 'Upload Submission', 'Usage Reports', 'Configuration', 'Mailing Lists', and 'My Account'. A left sidebar lists various actions such as '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', and 'Editor report'. The main content area shows details for a submission titled 'EMR Test 13'. It lists authors as 'Adrian Author (ABC), Milagros Mu' and indicates the submission was accepted on Feb 15, 2015. The status is 'Waiting for Editor' and 'Locked by Editor', both set to 'No'. The editor is 'Milagros Pereyra' and the manuscript number is '#1019'. A section titled 'Send reminder to reviewer Milagros Pereyra' provides instructions to choose a letter template and click 'Send'. Below this, a preview of the reminder email is shown, including the sender 'Milagros Pereyra <milagros@pitt.edu>', recipient 'Milagros Pereyra <milagros@pitt.edu>', subject 'Please finish review of EMR Test 13', and the body text: 'Status on Review Dear Milagros Pereyra, This is a friendly reminder that your review of the manuscript "EMR Test 13" was due on Feb 23 2015 11:59 PM PST. We would like to receive the manuscript in the next two weeks. Please let me know if you need more time as to set up a new deadline for the review. Thank you for your assistance. Thank you for your continued support for EMR Best regards, Milagros Pereyra Editor in Chief PO: aw; mpr Engaged Management ReView'. Red arrows point to the 'Send' button in the reminder section and the subject line in the email preview.

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: **Locked by Editor:**

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

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	<input type="button" value="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"/>	
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suggested	Potential reviewer has been suggested. No request has been sent to the potential reviewer.
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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.

<p>Revising due date (part 2)</p>	<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>	
<p>Revising due date (part 3)</p>	<p>The reviewers screen show that you have successfully changed the due date for the reviewer who requested it and that all other due dates remain as originally established.</p>	

<p>Giving up on Reviewer (part 1)</p>	<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>	<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: <input type="button" value="No"/> 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: See reviews ?</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>Reviewers</p> <table border="1"> <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>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>#3 Milagros Elera</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>#4 Mili Rojas</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> </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 border="1"> <thead> <tr> <th></th> <th>Reviewer</th> <th>Recommendation</th> <th>Options</th> <th>Hide</th> <th><input type="button" value="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 border="0"> <tr> <td>suggested</td> <td>Potential reviewer has been suggested. 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<p>Giving up on Reviewer (part 2)</p>	<p>Once you click on “give up”, a confirmation page will appear giving the option to confirm your decision or wait some more time.</p>	<p>Confirmation</p> <p>Give up on getting a review from Milagros Elera?</p> <ul style="list-style-type: none"> • Yes, we give up on this reviewer ← • No, we will wait some more ← 																																																																								

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: Locked by Editor:

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]
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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: Locked by Editor:
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Suggest Reviewers: [See reviews](#)

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reviewers allowed: 3

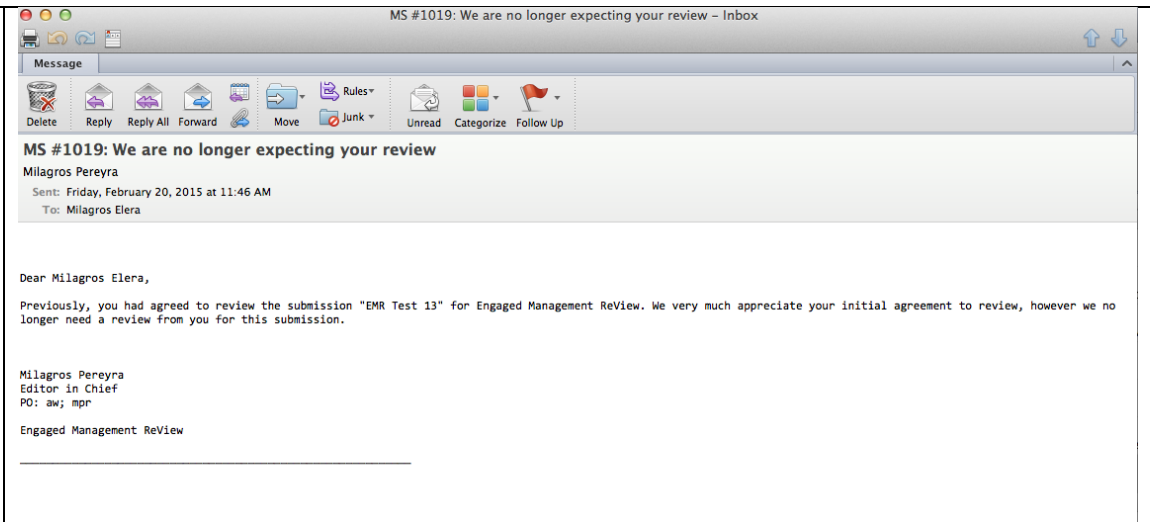
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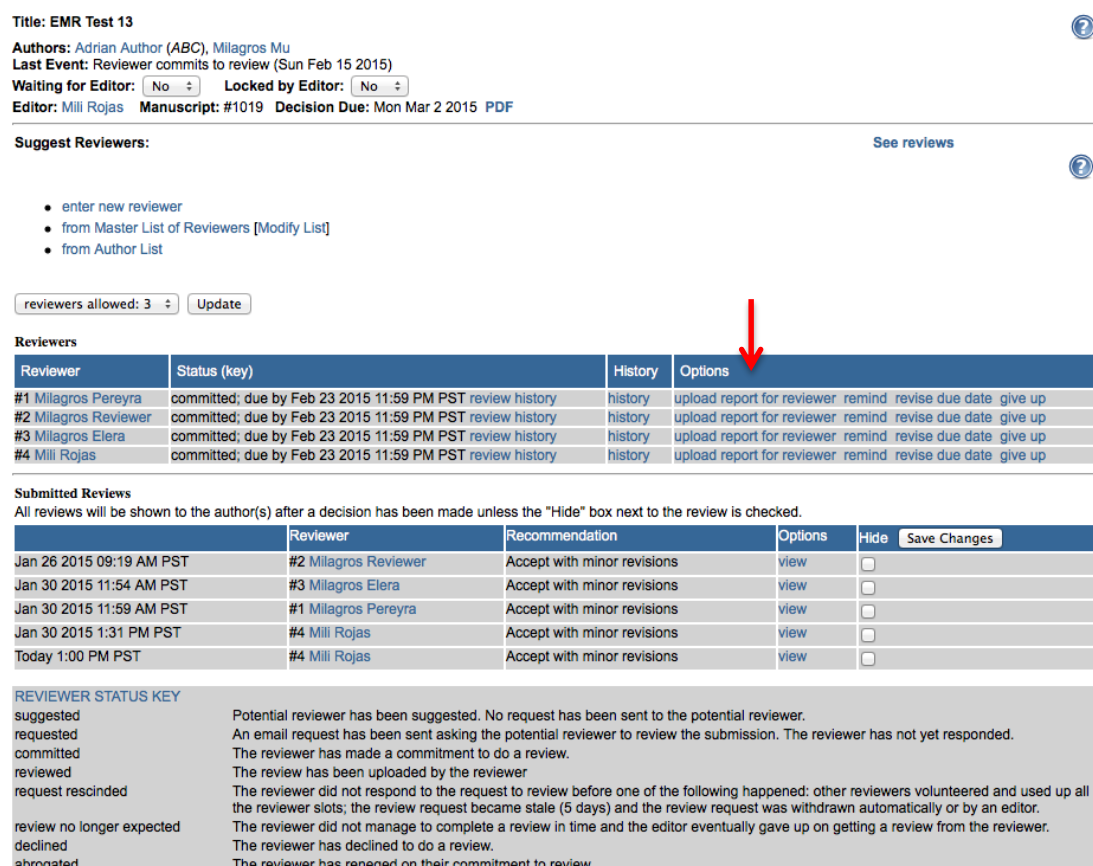
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<p>Giving up on Reviewer (part 5)</p>	<p>The Reviewer will receive an email notification indicating that we are no longer expecting a review from him/her.</p>	 <p>MS #1019: We are no longer expecting your review - Inbox</p> <p>Message</p> <p>Delete 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 Sent: Friday, February 20, 2015 at 11:46 AM 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>Note: 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																																																																								
<p>Receiving reports “outside the system”</p>	<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. 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Jan 30 2015 1:31 PM PST	#4 Mili Rojas	Accept with minor revisions	view	<input type="checkbox"/>	<input type="button" value="Save Changes"/>																																																																					
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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 renegeed on their commitment to review.																																																																									

<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>	<p>The screenshot shows a web interface for submitting an EMR Reviewer Report. The page title is "EMR Test 13". The submission details include authors (Adrian Author (ABC), Milagros Mu), last event (Review informed that review not needed), and editor (Milagros Pereyra). The main content area is titled "Submit your report for 'EMR Test 13'". It provides a link to download the EMR Reviewer Report Form. Below this, there is a "Choose File" button for uploading the report. At the bottom, there are three radio button options for the reviewer's decision: "Accept or Accept with Minor Revisions", "Major Revisions Required", and "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>	<p>The screenshot shows the 'EMR Test 13' submission page. The left sidebar contains navigation options like 'My Submissions', 'Submission details', 'Assign Editor', etc. The main content area shows submission details and a 'Cover Letter' section. In the 'Cover Letter' section, there are two options: 'Option 1: Upload your cover letter:' with a 'Choose File' button, and 'Option 2: Type or paste your cover letter below' with a large text input area. At the bottom of the form are 'Submit Report' and 'Reset' buttons. Red arrows in the original image point to the 'Submit Report' button, the 'Choose File' button, and the text input area.</p>
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Upload report for Reviewer (part 3)	Confirmation Screen	<ul style="list-style-type: none">My SubmissionsSubmission detailsPreview SubmissionAssign EditorReviewersRevise SubmissionView revisionsSupplemental ContentRegister decisionRequest minor revisionsRequest approvalPublishWithdraw SubmissionEmail AuthorsAdd reminderHistoryEditor NotesDecision LettersClose issuePreview siteUpdate siteGo to siteLog outEditor report	<p>Title: EMR Test 13 ?</p> <p>Authors: Adrian Author (ABC), Milagros Mu Last Event: Reviewer informed that review not needed (Fri Feb 20 2015) Waiting for Editor: <input type="button" value="No"/> Locked by Editor: <input type="button" value="No"/> Editor: Milagros Pereyra Manuscript: #1019 Decision Made In: 54 days PDF</p> <hr/> <p>Note: Status (above) may not be accurate. Click "Submission details" to refresh.</p> <div style="text-align: center;"> Report submitted</div>
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<p>Upload report for Reviewer (part 4)</p>	<p>The Reviewer (who sent his/her report via email) will receive email confirmation that his/her report was uploaded to the system</p>	<div data-bbox="863 190 1969 341" style="background-color: #f0f0f0; padding: 5px;"> <p>  MS #1019: Review received</p> <p>Editors of Engaged Management ReView</p> <p>Sent: Friday, February 20, 2015 at 12:04 PM</p> <p>To: Milagros Reviewer</p> <p>Cc: Assigned Editor</p> </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="863 573 972 594">PO: aw; mpr</p> <p data-bbox="863 613 1104 634">Engaged Management ReView</p> <hr data-bbox="863 670 1436 675"/>