



Navigating the System as a Reviewer

When you first log into the system, you can choose the role of author or reviewer. You may switch between roles using the toggle box near the top center of the page. When you are working in your “reviewer” role, your home or “Main Menu” page will list three sections, followed by the number of papers in each section.

New Reviewer Invitations: A paper will appear here if you have been invited to review a paper and have not yet replied.

Pending Assignments: If you have one or more pending assignments, click here to see the papers you have agreed to review.

Completed Assignments: You can check papers you reviewed in the past here.

After clicking on Pending Assignments, you will be presented with a table containing action items for each paper. (You can see the list of items by clicking on the plus sign next to the word “Action.”)

“View Submission” takes you directly to the merged PDF of the paper. The PDF contains links to the native files, in case you need them.

“Google Scholar Author Search” allows you to see what other papers the author has published.

“Submit Recommendation” takes you to the reviewer form.

Use “Send E-mail” when you are ready to submit your review to the science editor. You may add or take out text in this e-mail.

If there are no numbers visible in the New Reviewer Invitations or Pending Assignments sections on your reviewer home page, then you are finished.