

## Viewing Reviews/Comments and Ratings

1. Log into your Editor Main Menu and click on “Submissions with Required Reviews Complete” to see all papers that have the required number of completed reviews.

Editor 'To-Do' List 
My Pending Assignments (5)
New Invitations (0)
New Assignments (0)
<a href="#">Submissions with Required Reviews Complete (1)</a> 
<a href="#">Submissions Requiring Additional Reviewers (4)</a>
Submissions with One or More Late Reviews (0)
Reviews in Progress (0)
Reviewers Invited - No Response (0)
Submissions Under Review (0)

2. In the Action column, click on “View Reviews and Comments” for the paper you want to work on.

Action
<a href="#">View Submission</a>
<a href="#">Details</a> 
<a href="#">Initiate Discussion</a>
<a href="#">History</a>
<a href="#">File Inventory</a>
<a href="#">Classifications</a>
<a href="#">Assign Editor</a>
<a href="#">Unassign Editor</a>
<a href="#">Invite Reviewers</a>
<a href="#">View Reviews and Comments</a> 
<a href="#">Submit Editor's Decision and C</a>
<a href="#">Send E-mail</a>

3. This will open the “View Reviews and Comments for Manuscript” screen in a new window.

Click on the recommendation term to see each individual review. This screen will show you the reviewer recommendation term, their answers to the manuscript rating questions, the custom review questions and their responses, as well as their comments to the editor (you) and the comments for the author.

## View Reviews and Comments for Manuscript



Click the recommendation term to view the comments for the submission.

[Attachments \(0\)](#) [View Manuscript Rating Card](#) [View Review Question Responses](#)

	Original Submission
	<a href="#">Reject</a>
	<a href="#">Accept</a>
	<a href="#">Accept</a>
	<a href="#">Accept</a>

4. Click on “View Manuscript Rating Card” to see the ratings from each reviewer without the comments.

## View Reviews and Comments for Manuscript



Click the recommendation term to view the comments for the submission.

[Attachments \(0\)](#) [View Manuscript Rating Card](#) [View Review Question Responses](#)

	Original Submission
	<a href="#">Reject</a>
	<a href="#">Accept</a>
	<a href="#">Accept</a>
	<a href="#">Accept</a>

5. The manuscript rating card looks like this. Each reviewer has a column for their ratings and the system also averages the ratings in the right most column.

## Initial Submission Manuscript Rating Card

Manuscript Rating Question(s)	Scale	Editor					Reviewer Average
How strongly would you recommend this paper for publication consideration by the Editorial Board? Skip if not applicable	[1-10]	N/A	4	9	7	3	5.75
Is the narrative clear and easy to understand?	[1-10]	-	8	10	8	7	8.25
Does the abstract clearly communicate the scope and outcome of the study?	[1-10]	-	8	10	8	7	8.25
Important contribution to the state of the art or practice?	[1-10]	-	1	10	8	6	6.25
Methodology sufficiently explained for a knowledgeable reader to repeat the study?	[1-10]	-	6	9	9	8	8
Existing work well described and referenced	[1-10]	-	4	9	8	6	6.75
Data are valid, relevant, and contribute to the findings	[1-10]	-	8	9	7	7	7.75
Conclusion is valid and properly supported	[1-10]	-	7	8	7	7	7.25
How strongly would you recommend this for presentation at the annual meeting?	[1-10]	-	8	9	7	7	7.75