

Reviewer Instructions

AJR Peer Review Guidelines

- Please return your review by the due date (within 4 weeks).
- Comment for the Editor should contain a brief summary of your impressions of the strengths and weaknesses of the paper. Please write the summary in the space provided at the bottom of the review form.
- Comments to the Author should appraise the papers strengths and weaknesses. Please point out any areas requiring revision before publication. Because we wish to encourage research and publication, all criticism should be constructive.
- Whenever possible identify the problems in the specific portion of the paper (e.g., Abstract, Introduction, Methods, etc.) Accordingly, make specific suggestions for improvement.
- End your comments to the author by summarizing your evaluation.
- Praise is always welcome. Remember to include it when it is appropriate.
- Peer review is generally anonymous, but you may sign any review you wish.

Review Process

The manuscript submission and peer review process is broken down into the following 7 steps:

1. The Author submits a manuscript.
2. The Editor-in-Chief assigns an Associate Editor to the manuscript.

3. The Associate Editor assigns Reviewers to the manuscript.
4. The Reviewers review the manuscript.
5. The Associate Editor drafts a provisional decision letter, which is sent to the Editor-in-Chief.
6. The Editor-in-Chief reviews the provisional decision and makes the final decision.
7. The Editor-in-Chief and Associate Editor sign off on the decision to be sent to the Author.

As a Reviewer, you are responsible for step #4.

Navigating the System

When you first log into the system, you will be taken to your "Home" page. It will have different categories of tasks. If you are required to perform a pending action item, there will be a **red arrow** ➔ next to a manuscript link. After clicking on this link, you will be presented with a "Manuscript" screen containing:

- Detailed Information about a specific manuscript.
- Links to the manuscript and associated figures/images.
- A list of "Manuscript Tasks" or links allowing you to:
 - Accept/Decline Reviewer Position
 - Check Status
 - Review Manuscript

(Not all links will be present all the time. Only the applicable links will be visible.)

If there are no **red arrows** ➔ visible on the "Home" page, then you are finished. There is no pending work you need to worry about.


Review Manuscript

After logging into the system, pressing on a manuscript link preceded by a red arrow, you will be presented with a "Manuscript" screen as described above. At the bottom of this screen under "Manuscript Tasks" will be displayed a "Review Manuscript" link. Clicking on this link will display the "Review Manuscript" screen. This screen is broken into 7 parts as follows:

1. Manuscript background information
2. Four scoring boxes to rank Originality, Methodology, Presentation, Medical Relevance
3. Decision
4. Priority
5. Conflict of Interest/Statement
6. Remarks to the author
7. Remarks to the editor

Before starting your review, if you prefer to work offline, you may find it quickest to download and print the paper file(s), draft your review remarks using your favorite word processor program (eg Word) and cut/paste it back into the reviewer remarks text area on this screen.

Getting Help

If you need additional help, you can click on the help signs  spread throughout the system. A help dialog will pop up with context sensitive help.

Manuscript Status

You can get the status of your assigned manuscript(s) via:

1. Logging into the system with your password.
2. Clicking on the link represented by the manuscript tracking number and abbreviated title.
3. Clicking on the "Check Status" link at the bottom of the displayed page.

This procedure will display detailed tracking information about where the manuscript is in the submission/peer review process.

Please press [HOME](#) to continue.