

Acute and Critical Care

Manual for
Reviewers

Manual for Reviewers

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Request for manuscript review

Request for manuscript review

1. As a reviewer, you will be notified by e-mail of an invitation to review a manuscript.
The "Agree, Decline" buttons appear if requested for the first review. (For checking whether you agree or not)
2. If you forgot your password, you can login by clicking "Login info" button.
After login, you can change the PW on "Edit my account"

[/ /] Request for manuscript review : 1st

Sender : [redacted]
Recipient : [redacted]
Manuscript ID : [redacted]-5-0006
Title : [redacted]
[Agree OR Decline \(Deadline\) : ~ 2015/12/19](#)
Review Period : 2015/12/14 ~ 2015/12/28

Dear Dr. [redacted] :

You have been recommended as a reviewer for the above-mentioned manuscript. Given your knowledge and expertise in the subject area of the manuscript, we would be most grateful if you would find time to review the manuscript.

1

Your ID & Login information : [redacted]@m2community.co.kr / **2** [Login info](#)

Abstract

If you cannot review this manuscript, let us know within 5 days. If you can, then press "Agree" below.

You are kindly requested to visit <http://submit.m2community.org/>, log in with your I.D. and password, and go to the Reviewer Center. Please read the Instructions for Reviewers and proceed as guided.

If you accept this invitation, I would be very grateful if you would return your review by 2015/12/28.
If you will not be able to provide comments within this time frame, please let me know immediately by replying this e-mail.

Sincerely,
[redacted] il
Editor-in-Chief
[redacted]

TEL: +82 [redacted]
FAX: +82 [redacted]
E-mail: [k\[redacted\]@m2community.org](mailto:k[redacted]@m2community.org)
Website: www.m2community.org

Reviewer Center

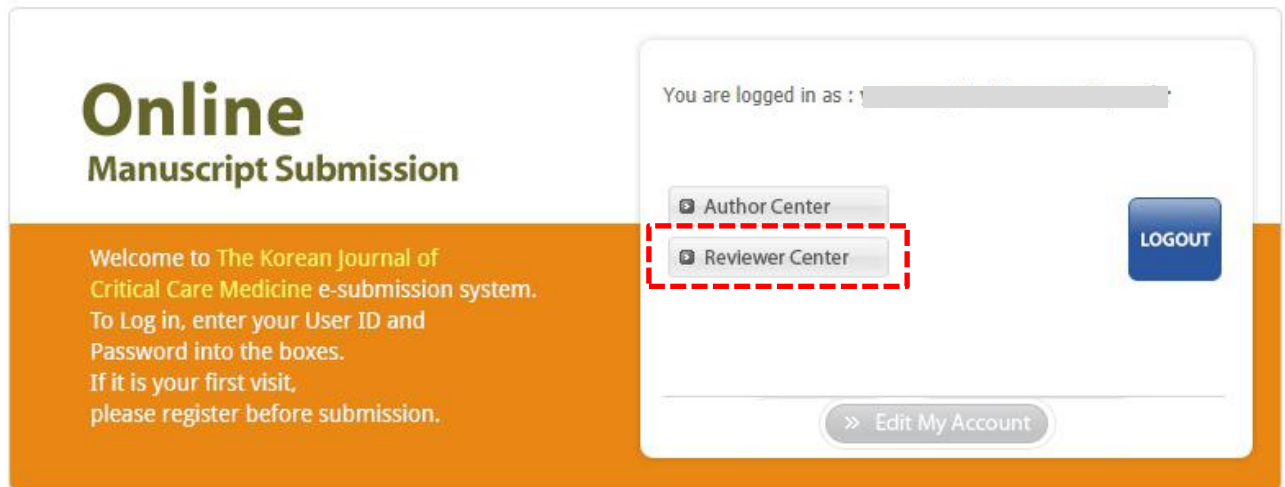
Reviewer Center

After logging in as a reviewer, the "Reviewer Center" shortcut menu appears as below. The "Reviewer Center" page is displayed by clicking the menu.

You might see different page from below because available menu is generated automatically under the user authority after logging in.

(You can access to Author Center, Reviewer Center, Editor Center, Manuscript Editor,

English-proofreading, Editor-in-Chief, Publisher.)



The screenshot displays the "Online Manuscript Submission" interface. On the left, there is a header with the text "Online Manuscript Submission" and a welcome message: "Welcome to The Korean Journal of Critical Care Medicine e-submission system. To Log in, enter your User ID and Password into the boxes. If it is your first visit, please register before submission." On the right, a user is logged in, indicated by the text "You are logged in as :". Below this, there are two menu options: "Author Center" and "Reviewer Center". The "Reviewer Center" option is highlighted with a red dashed border. To the right of these options is a blue "LOGOUT" button. At the bottom of the interface, there is a button labeled ">> Edit My Account".

Reviewer Main menu

You can check the progress of the manuscript requested for review.

1. You can check and review according to awaiting review agreement, manuscripts for reviewer, manuscripts in revision and manuscripts with decision.
2. You should send the response whether you agree to review or not in the first review.
3. You can check the received manuscript again.

1 Reviewer Main

- 1 [Awaiting Review Agreement](#)
- 1 [Manuscripts for Reviewer](#)
- 1 [Manuscripts in Revision](#)
- 0 [Manuscripts with Decision](#)

3 Reviewer Resources

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

- 6-0008 [redacted] : (1st review) [X]
- 5-001 [redacted] : (1st review) [X]

2

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
15-0003	[redacted]	Original article	21-Aug-2015	Agree/Decline

Awaiting Review Agreement

You should send the response whether you agree to review or not in the first review.

Once you select the Agree or Decline, you do not have to do any more.

Be sure to respond as soon as possible.

It is possible for you to review after agreeing. You cannot review the relevant manuscript if you decline to review.

Reviewer Main Menu

1

Reviewer Main

- 1** [Awaiting Review Agreement](#)
- 1** [Manuscripts for Reviewer](#)
- 1** [Manuscripts in Revision](#)
- 0** [Manuscripts with Decision](#)

Reviewer Resources

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

6-0008	[redacted] v :(1st review)	✕
6-001	[redacted] v :(1st review)	✕

2

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
15-0003	[redacted]	Original article	21-Aug-2015	Agree/Decline

Awaiting Review Agreement

* Please click on 'Agree' or 'Decline' as soon as you can.

Manuscript ID	[redacted] 15-0003
Type of Manuscript	Original article
Reviewer	[redacted]
Title	[redacted]
Abstract	[redacted]
Invitation	<input type="radio"/> Agree <input type="radio"/> Decline

[Confirm](#)

Manuscripts for Reviewer

You can confirm the list of manuscripts under review after agreeing to review.

The screenshot shows the 'Reviewer Main Menu' on the left with four items: 'Awaiting Review Agreement' (0), 'Manuscripts for Reviewer' (1), 'Manuscripts in Revision' (1), and 'Manuscripts with Decision' (0). A red dashed box highlights the 'Manuscripts for Reviewer' item, with a red arrow pointing down to the next screenshot. To the right is the 'Reviewer Resources' section, which contains a list of recent emails about submissions, including one with ID '6-0008' and another with '6-001'. Below these is a table with columns: 'Manuscript ID', 'Title', 'Type of Manuscript', 'Invitation Date', and 'Agreement'. The table currently shows 'No Data.'

The screenshot shows the 'Manuscripts for Reviewer' table. The table has columns: 'Manuscript ID', 'Title', 'Type of Manuscript', 'Status & Review', 'Review Period', and 'My Result'. The first row is highlighted with a red dashed box and numbered callouts 1 through 4. Callout 1 points to the 'Manuscript ID' '16-0001' and a PDF icon. Callout 2 points to the 'Review' button under the 'Status & Review' column. Callout 3 points to the 'Review Period' '2016.01.13 ~ 2016.01.27'. Callout 4 points to the 'My Result' '1st - Not Reviewed'.

1. Clicking on title will show the detailed information about the paper. Clicking on pdf file will download the paper file.
2. The review process starts by clicking on "Review" icon.
3. The paper should be reviewed within the review period, and the paper can be reviewed before the submission of review result. (Changing the results is not possible after submission)
4. The user can check the review results.

Manuscripts for Reviewer

[To review manuscripts](#)

Manuscript ID	Title	Type of Manuscript	Status & Review	Review Period	My Result
AJBC-16-0001		Discussion	Under 1st Review Review	2016.01.13 ~ 2016.01.27	1st - Not Reviewed

Manuscripts for Reviewers

1st Reviewed | Review period : 2016.01.13 ~ 2016.01.27 | Manuscript ID : AJBC-16-0001

Type of Manuscript: Discussion

Title: ... in middle-aged women

Manuscript Files

Original file: File Download: AJBC-16-0001_0.pdf

Review Result

Author's comment

Recommendation

Accept Minor revision Major revision Reject

Criteria	Pass	Fail	Pass	Fail	Pass	Fail
1) Originality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2) Scientific Importance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3) Experimental design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4) Adequacy of methods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5) Brevity and clarity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Review Comments

Comments to Authors

You can attach your comments :

Comments to Editors

6 Submit Temporary Save

1. Check the detail manuscript information.

2. Clicking on PDF file will download the paper. Please progress the review process after checking the file.

3. Check the Recommendation.

4. Fill in the evaluation table.

5. Write comments to authors and editors.

6. The "Submit" button is to complete submission. (It is not possible to revise although the period of review remains.)

The "Temporary Save" button is to save contents temporarily. You can save contents and submit within the period.

Manuscripts in Revision

Select the "Manuscript in Revision" tap to see the review result.

Reviewer Main Menu

Reviewer Main

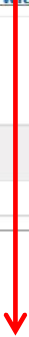
- 0 [Awaiting Review Agreement](#)
- 1 [Manuscripts for Reviewer](#)
- 1 [Manuscripts in Revision](#)
- 0 [Manuscripts with Decision](#)

Reviewer Resources

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

- 6-0008 [redacted] v:(1st review) [x]
- 6-001 [redacted] v:(1st review) [x]

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				



Manuscripts in Revision

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
16-0008	[redacted]	Original Article	In first revision	1st - Minor revision	1st : Minor revision

Manuscripts in Revision

[Confirmation your own review result](#)

Click the "My Result" to see your own review result. (the second and the third are the same as the first)

Manuscripts in Revision

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
-16-0008		Original Article	In first revision	1st - Minor revision	1st : Minor revision

Review Result

1st Review

Date of submission of review opinion : 2016.01.15

Date of deadline in Review opinion : 2016.01.29

Manuscript ID	-16-0008
Review Count	1st
Reviewer	
Type of Manuscript	Original Article
Title	
Author's comment	

Recommendation **Minor revision**

Comments to Authors

Attached file

Comments to Editor

> Print > Close

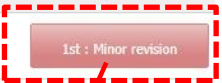
Manuscripts in Revision

[Confirmation the final review result](#)

Click the "Merge Result" button to confirm the final review result of the editor and all the reviewer's comments.

Manuscripts in Revision

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
16-0008		Original Article	In first revision	1st - Minor revision	1st : Minor revision



Merge Result

[Review](#) Manuscript ID : 6-0008

Review Count	1st
Send Date	15-Jan-2016
Recommendation	Minor revision

Reviewer's Comments

Reviewer 1

Reviewer 2

> Print > Close

Manuscripts with Decision

You can confirm the list of manuscripts completed reviews and the review result.

Reviewer Main Menu

Reviewer Main

- 0 [Awaiting Review Agreement](#)
- 1 [Manuscripts for Reviewer](#)
- 1 [Manuscripts in Revision](#)
- 1 [Manuscripts with Decision](#)

Reviewer Resources

It shows the most recent five e-mails about your submission. To remove an e-mail from this list, click the delete link

- 6-008 [redacted] review) (1st)
- 6-001 [redacted] review) (1st)

Manuscript ID	Title	Type of Manuscript	Invitation Date	Agreement
No Data.				

Manuscript ID	Title	Type of Manuscript	Status & Review	My Result	Merge Result
14-002 A [redacted] 20140002_0.pdf	[redacted]	Original research	Accepted	1st - Minor revision	<input type="button" value="1st : Minor revision"/> <input type="button" value="2nd : Accept"/>

Thank you