

EDIZIONI MINERVA MEDICA JOURNALS

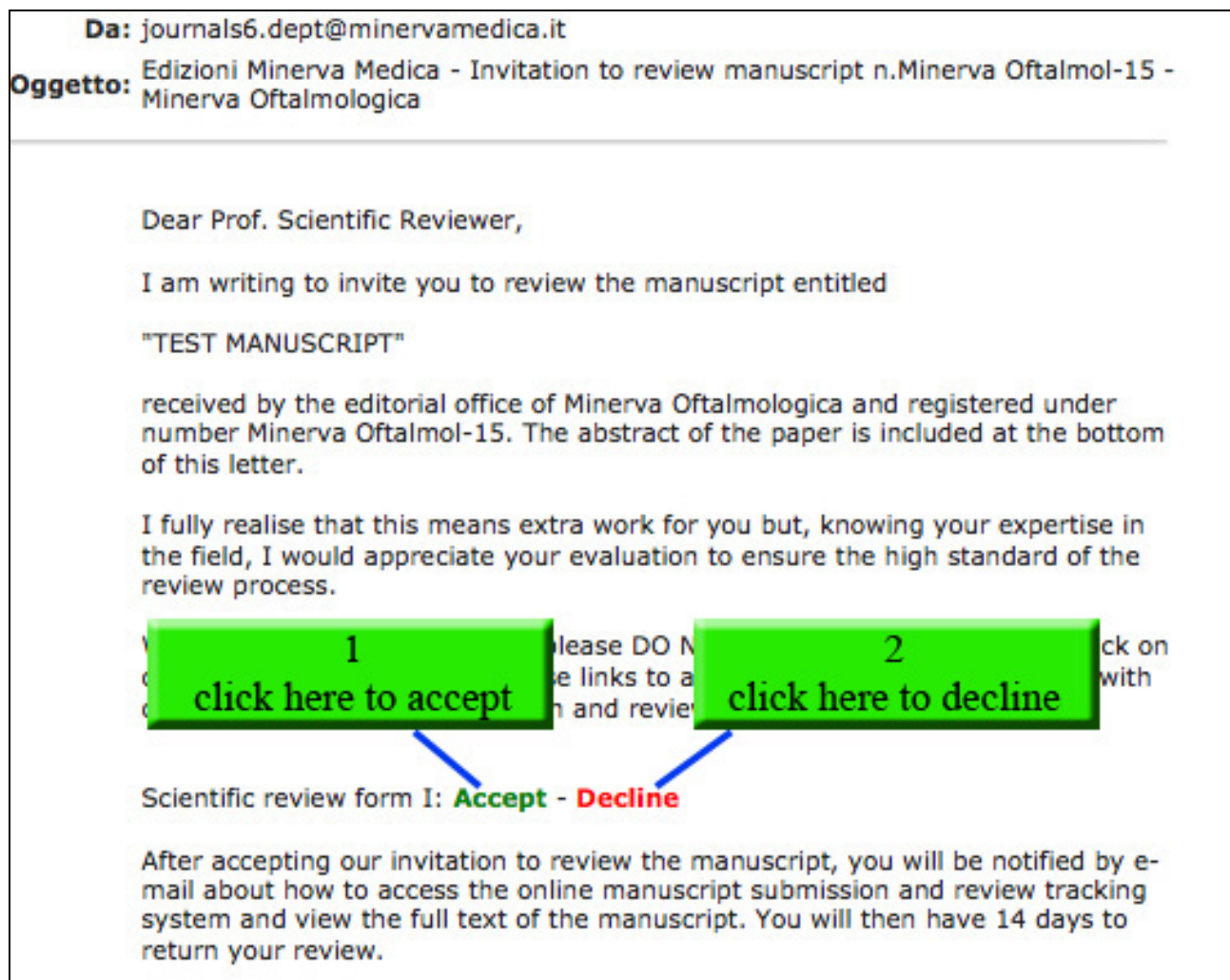
REVIEWER TUTORIAL

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RECEIVING AND RESPONDING TO AN INVITATION

As a reviewer, you will be notified by email of an invitation to review a manuscript. In the text of the email (see below) select the appropriate link to accept (1) or decline (2) the invitation. The editor is notified and, if you accept the invitation, the manuscript is forwarded to your Reviewer Area. You will then receive an email containing any specific instructions you may need in order to proceed.



LOGGING INTO YOUR REVIEWER AREA

In order to review a manuscript for a journal published by Edizioni Minerva Medica you should first log into our website at www.minervamedicaonlinesubmission.it.

Steps to login:

1. if you need to retrieve your User ID and/or password, please enter your registered email in the relevant box and we'll email your User ID and a link to reset your password *

*Once you click "Submit", the system will send you an email with a link to set your password. Please click on the link and complete the procedure by choosing a password. Please note that the link expires after 24 hours, so complete the procedure immediately.

Create new password

The password must:

- contain at least (1) upper case letter [A-Z]
- contain at least (1) lower case letter [a-z]
- contain at least (1) number or special character [!%&*@]
- be at least (8) characters in length

New Password:

Verify Password:

2. select from the pull-down menu the journal for which you have been registered as Reviewer
3. enter your User ID and your password
4. tick the relevant option (Reviewer) to log in as Reviewer

JWelcome 1.0 is an online editorial management system designed by MOLESYSTEMS s.n.c.

EDIZIONI MINERVA MEDICA ONLINE SUBMISSION

To log in enter your User ID and Password in the boxes below

 Journal

UserID

Password

☒ Enter the **Author** area to submit a manuscript, view proofs and check status

☐ Enter the **Reviewer** area to respond to a request or work on a review

☐ Enter the **Editor** area to perform editor duties

☐ Enter the **Publisher** area

REVIEWER AREA OVERVIEW

After you have logged in, you will enter your Reviewer Area.

Your ‘Summary of papers’ is divided in two parts:

1. manuscripts on which an urgent action is needed, immediately visible (“Urgent action needed on” section)
2. manuscripts on which no action is needed, namely manuscripts for which you have already submitted your review. Please note that this section can be hidden by clicking on the “+/-” button

The screenshot displays the 'Reviewer area' interface. On the left is a sidebar with navigation links: 'Reviewer area', 'Help', 'PAPERS' (highlighted in blue), 'Accept/decline review invitation', 'View Manuscripts Awaiting Review', 'Browse your papers', 'YOUR ACCOUNT' (highlighted in blue), 'Change your password', 'Change your contact details', and 'Update your fields of interest'. The main content area is titled 'WELCOME TO THE REVIEWER AREA' and includes a light blue box stating: 'In this area reviewers may: • Review new manuscripts • Review resubmitted manuscripts • Check the status of reviewed manuscripts'. Below this is the 'Summary of papers' section, which contains two expandable panels. The first panel, 'Urgent action needed on:', is marked with a blue minus icon and a red 'URGENT ACTION IS NEEDED' label. It lists five items: 'Manuscripts awaiting decision to accept/decline review' (1), 'Manuscripts awaiting review' (0), 'Manuscripts with overdue review still open' (0), 'Resubmitted manuscripts awaiting decision to accept/decline review' (0), and 'Resubmitted manuscripts awaiting review' (0). The second panel, 'Other manuscripts:', is marked with a blue plus icon and a red 'NO ACTION IS REQUIRED' label. It lists three items: 'Reviewed manuscripts' (0), 'Manuscripts with review declined' (0), and 'Manuscripts with overdue review now closed' (0). A red box labeled '+/- button' points to the expand/collapse icons of these panels.

Urgent action needed on: URGENT ACTION IS NEEDED	
1	Manuscripts awaiting decision to accept/decline review
0	Manuscripts awaiting review
0	Manuscripts with overdue review still open
0	Resubmitted manuscripts awaiting decision to accept/decline review
0	Resubmitted manuscripts awaiting review

Other manuscripts: NO ACTION IS REQUIRED	
0	Reviewed manuscripts
0	Manuscripts with review declined
0	Manuscripts with overdue review now closed

If you still have not responded to our invitation, you can do it now by clicking on either “ACCEPT/DECLINE REVIEW INVITATION” on the left of the screen or “MANUSCRIPTS AWAITING DECISION TO ACCEPT/DECLINE” in your “Summary of papers”.

PAPERS

Accept/decline review invitation

View Manuscripts Awaiting Review

Browse your papers

YOUR ACCOUNT

Change your password

• Review resubmitted manuscripts

• Check the status of reviewed manuscripts

Summary of papers

– Urgent action needed on:

1

Manuscripts awaiting decision to accept/decline review

0

Manuscripts awaiting review

(Acta Phlebol-476) ITHENTICATE REPORT UNDER CONSTRUCTION

Article type: Original Article (Acta Phlebologica)

Status: MANUSCRIPT UNDER REVIEW

Current Review:

Scientific review form I

✓ I accept

review invitation

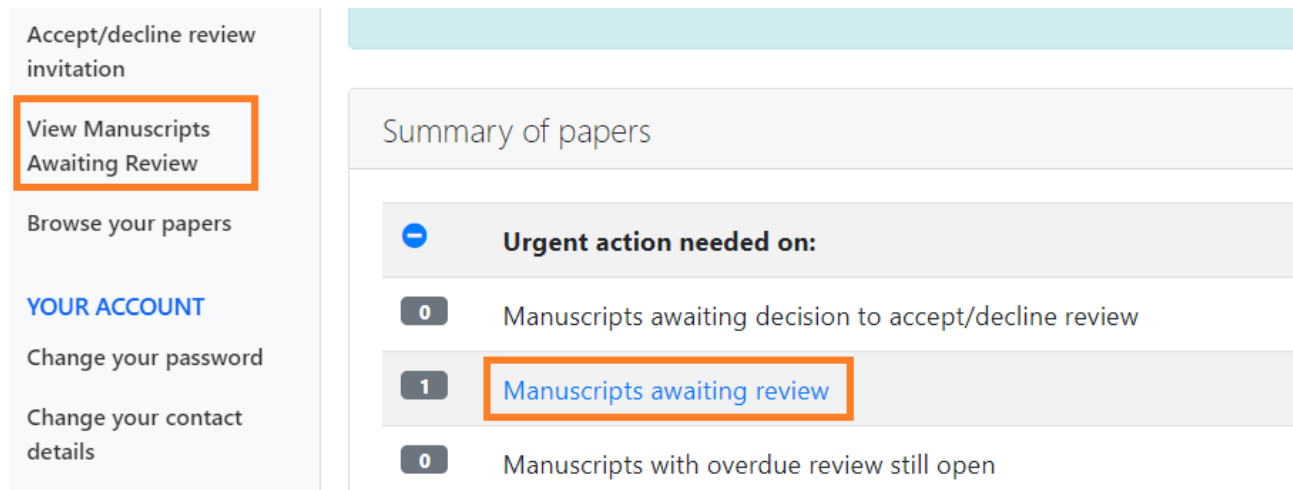
✗ I decline

review invitation

SENDING YOUR REVIEW

HOW TO ACCESS MANUSCRIPTS TO BE REVIEWED

In order to access the manuscript that was assigned to you click on either “VIEW MANUSCRIPTS AWAITING REVIEW” on the left of the screen or “MANUSCRIPTS AWAITING REVIEW” in your “Summary of papers”.



HOW TO SCORE AND SUBMIT YOUR REVIEW

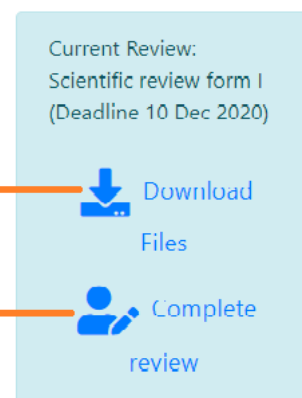
In order to send your review:

1. click on the “Download files” icon to download and view the PDF of the manuscript
2. click on the “Complete review” icon to review and score the manuscript.

(Acta Phlebol-476) IT HENTICATE REPORT UNDER CONSTRUCTION
Article type: Original Article (Acta Phlebologica)
Status: MANUSCRIPT UNDER REVIEW

click here to download
the paper

click here to submit the
evaluation



After clicking on the ‘Send review’ icon, the review form will open (see Scientific REVIEWER TUTORIAL

review form I). It includes comments for the Editor, a recommendation field and comments for the author.

All fields are required. In order to avoid timing out, you can save your work by clicking on the relevant icon, you can continue at a later time. Click on the “Confirm” button to submit your review.

Scientific review form I

Journal	Acta Phlebologica	 Save Temp
Paper n.	Acta Phlebol-476	
Title	iThenticate report under construction	
Type of work	Original Article	

click here if you want to interrupt and continue at a later date

Reviewer's comments for Editor

The scientific article

Scientific accuracy

Level of linguistic quality

Title

Is the title appropriate?

Abstract

Is it a good summary of the paper?

Recommendation

☐ Acceptable without revision
☐ Acceptable with minor revision
☐ To be reconsidered after extensive revision
☐ To be rejected
☐ To be resubmitted as letter to the Editor

Priority for publication

Reviewer's comments for the author

General comment (originality, scientific accuracy, strengths and/or weaknesses)

Minor corrections (page, paragraph, line where the author must make the corrections)

click here when you are done to submit the evaluation

 Confirm

HOW TO OBTAIN RECONGNITION FOR YOUR WORK AS REVIEWER

Minerva Medica has partnered with Clarivate to give you official recognition for your contribution to peer review. This partnership means you can opt-in to have your reviews for participating Minerva Medica journals automatically added to your Reviewer Recognition profile.

You can get more information about Web of Science Reviewer Recognition Service here:

<https://webofscience.help.clarivate.com/en-us/Content/peer-review-in-wos-researcher-profile.html>

Web of Science Reviewer Recognition Service

Minerva Medica has partnered with Publons to give you official recognition for your contribution to peer review. This partnership means you can opt-in to have your reviews for participating Minerva Medica journals automatically added to your Publons profile. You can get more information about Publons here: <https://publons.com/> Minerva Medica has partnered with Web of Science to give you official recognition for your contribution to peer review. This partnership means you can opt-in to have your reviews for participating Minerva Medica journals automatically added to your Web of Science Researcher Profile. You can get more information about Web of Science Reviewer Recognition Service here: <https://webofscience.help.clarivate.com/en-us/Content/peer-review-in-wos-researcher-profile.html>

I want to add this review to my reviewer profile on Web of Science

No
No
Yes

Click here to add your review to you Reviewer Profile on Web of Science and obtain recognition for your work as reviewer

SENDING YOUR REVIEW ON A REVISED MANUSCRIPT

You will then be notified by email of an invitation to review a manuscript that was revised according to your instructions. Your second evaluation is of utmost importance since you reviewed the first version of the manuscript and the peer review process will not go forward without your evaluation.

After you have logged in (see the “LOGGING INTO YOUR REVIEWER AREA” section for login instructions), you will enter your Reviewer Area.

Click on either “ACCEPT/DECLINE REVIEW INVITATION” on the left of the screen or “RESUBMITTED MANUSCRIPTS AWAITING DECISION TO ACCEPT/DECLINE REVIEW” in your “Summary of papers” to accept the invitation, and then on “VIEW MANUSCRIPT AWAITING REVIEW” or on “RESUBMITTED MANUSCRIPTS AWAITING REVIEW” to access the revised manuscript that was assigned to you.

The screenshot displays the Reviewer Area interface. On the left is a sidebar with navigation links. The top section, 'PAPERS', contains 'Accept/decline review invitation' (highlighted with an orange box) and 'View Manuscripts Awaiting Review' (highlighted with a green box). Below this is 'Browse your papers'. The bottom section, 'YOUR ACCOUNT', contains 'Change your password', 'Change your contact details', and 'Update your fields of interest'. The main content area has a light blue header with two bullet points: 'Review resubmitted manuscripts' and 'Check the status of reviewed manuscripts'. Below this is a 'Summary of papers' section. It features a table with a collapse icon and the title 'Urgent action needed on:'. The table lists five items with counts in grey boxes: '0 Manuscripts awaiting decision to accept/decline review', '0 Manuscripts awaiting review', '0 Manuscripts with overdue review still open', '1 Resubmitted manuscripts awaiting decision to accept/decline review' (highlighted with an orange box), and '0 Resubmitted manuscripts awaiting review' (highlighted with a green box).

Urgent action needed on:	
0	Manuscripts awaiting decision to accept/decline review
0	Manuscripts awaiting review
0	Manuscripts with overdue review still open
1	Resubmitted manuscripts awaiting decision to accept/decline review
0	Resubmitted manuscripts awaiting review

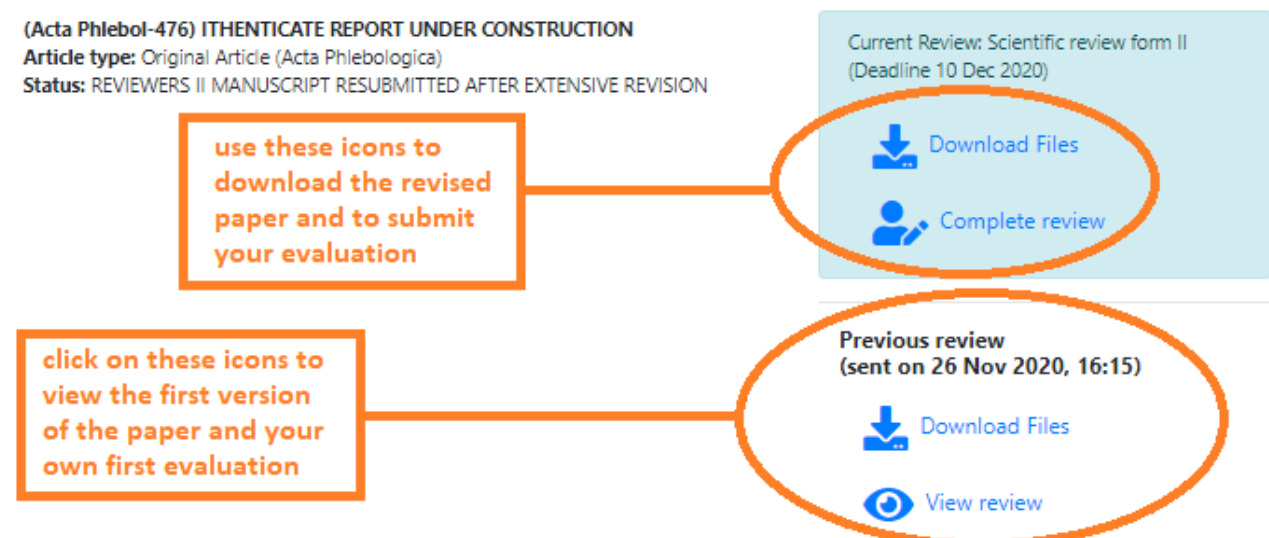
Steps to send your second review

In the “Previous review” section:

1. click on the “Download files” icon to download and view the PDF of the first version of the manuscript
2. click on the “View review” icon to view the first review you made on the first version of the manuscript

In the “Current review” section:

3. click on the “Download files” icon to download and view the PDF of the revised version of the manuscript
4. click on the “Complete review” icon to review and score the revised manuscript



After clicking on the ‘Complete review’ icon, the review form will open (see Scientific review form II). It includes comments for the Editor, a recommendation field and comments for the author.

All fields are required. In order to avoid timing out, you can save your work by clicking on the relevant icon, you can continue at a later time. Click on the “Confirm” button to submit your review.

Scientific review form II

Journal	Acta Phlebologica	 Save Temp
Paper n.	Acta Phlebol-476	
Title	iThenticate report under construction	
Type of work	Original Article	

Reviewer's comments to Editor

General comment

Final recommendation

☐ The manuscript is now acceptable

☐ The manuscript needs further revisions

☐ To be rejected

Priority for publication

Reviewer's comments for the author

General comment (originality, scientific accuracy, strengths and/or weaknesses)

Major corrections (main criticisms)

Minor corrections (page, paragraph, line where the author must make the corrections)

 **Confirm**