

EVISE

User Guide – Reviewer

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Introduction

As a Reviewer, you can perform the following tasks:

- Receive manuscripts for which s/you are invited by the Editor
- Complete peer review
- Submit a manuscript as an Author

Note: Reviewers can be both an Author as well as a Reviewer. After registration, reviewers will automatically receive the author role.

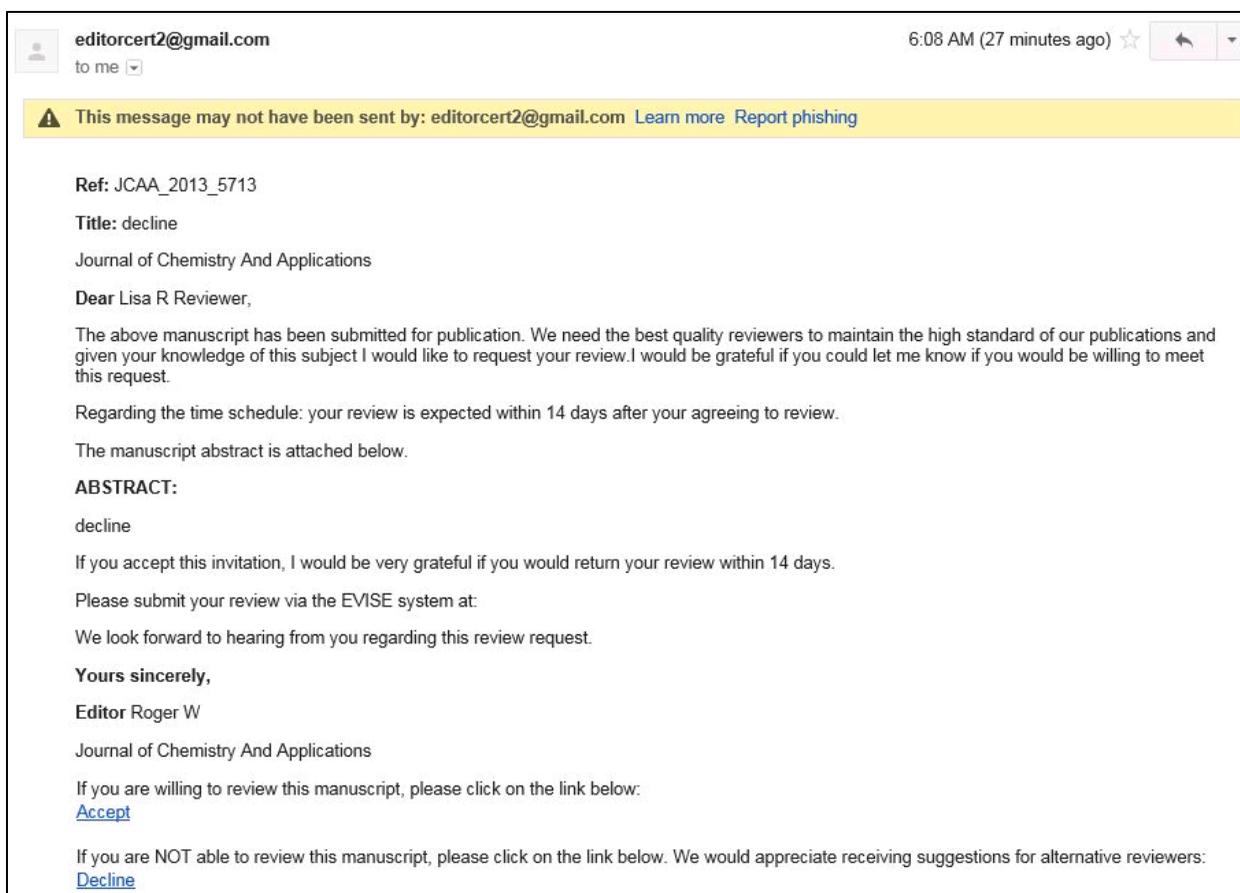
The general review process is described as follows:

- The Editor or the journal office invites the Reviewer.
- The Reviewer receives the invitation by e-mail.
- After reading the abstract or previewing the manuscript, the Reviewer agrees or declines to review via the hotlinks provided in the invitation email.
- If the Reviewer agrees, he or she reads the manuscript and logs on to EVISE to submit a review.
- The Reviewer types comments to the Authors and Editor, selects a recommendation, rates the manuscript, and submits the review to the journal office.

*Do not click the **'Back'** or **'Forward'** buttons on your browser at any time while logged into EVISE. If you do so, you will be logged out and have to log back in, potentially losing any unsaved work.

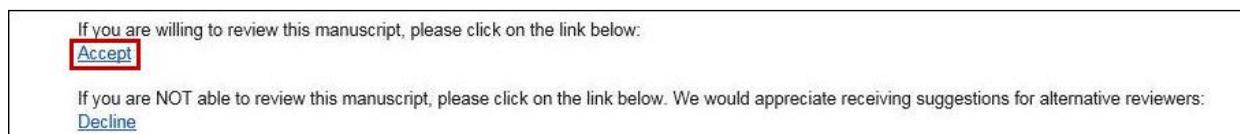
Accept/Decline Invitation

When you are invited to review a submission, you receive an email from the Editor. Your invitation email includes an abstract of the manuscript and links to accept or decline the review invitation.



Accept Invitation

If you choose to accept the invitation to review the manuscript, click the appropriate **<Accept>** link in the invitation email.



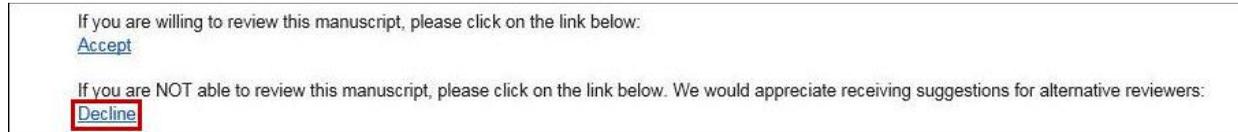
A confirmation page appears, along with a login link.

Reviewers must be registered on EVISE to proceed with reviewing a submission.

- If you are a registered user, proceed to '**How to login to EVISE**'
- If you are a new user, proceed to '**Register in EVISE**'

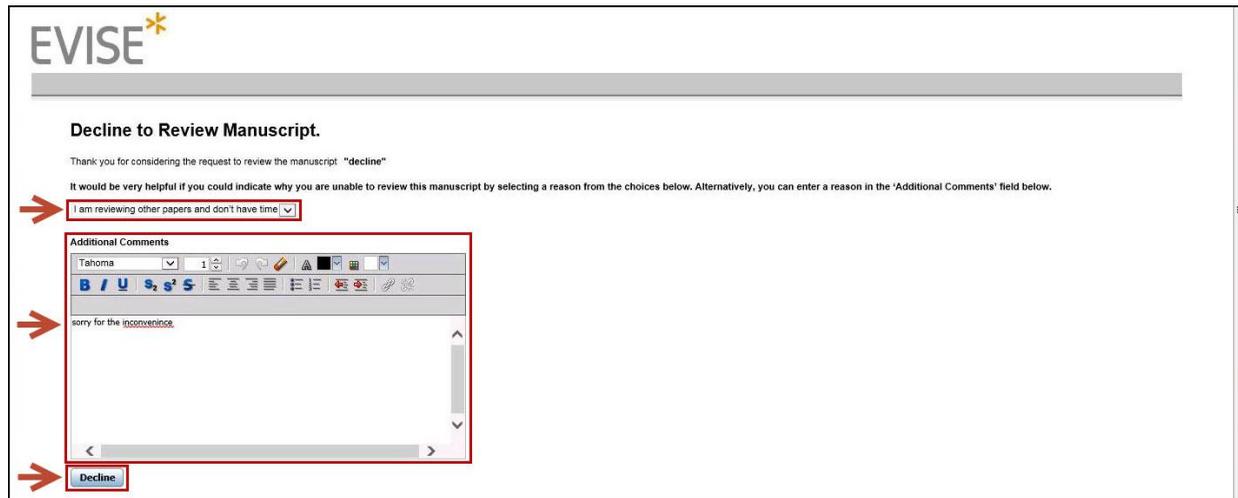
Decline Invitation

If you choose not to accept the invitation to review the manuscript, click the appropriate <**Decline**> link in your email.



Select a reason for declining the invitation in the drop-down list/menu provided.

Provide a reason for declining the invitation in the **Additional Comments** text box provided and click the '**Decline**' button.



A confirmation page appears, thanking you for responding to the invitation.

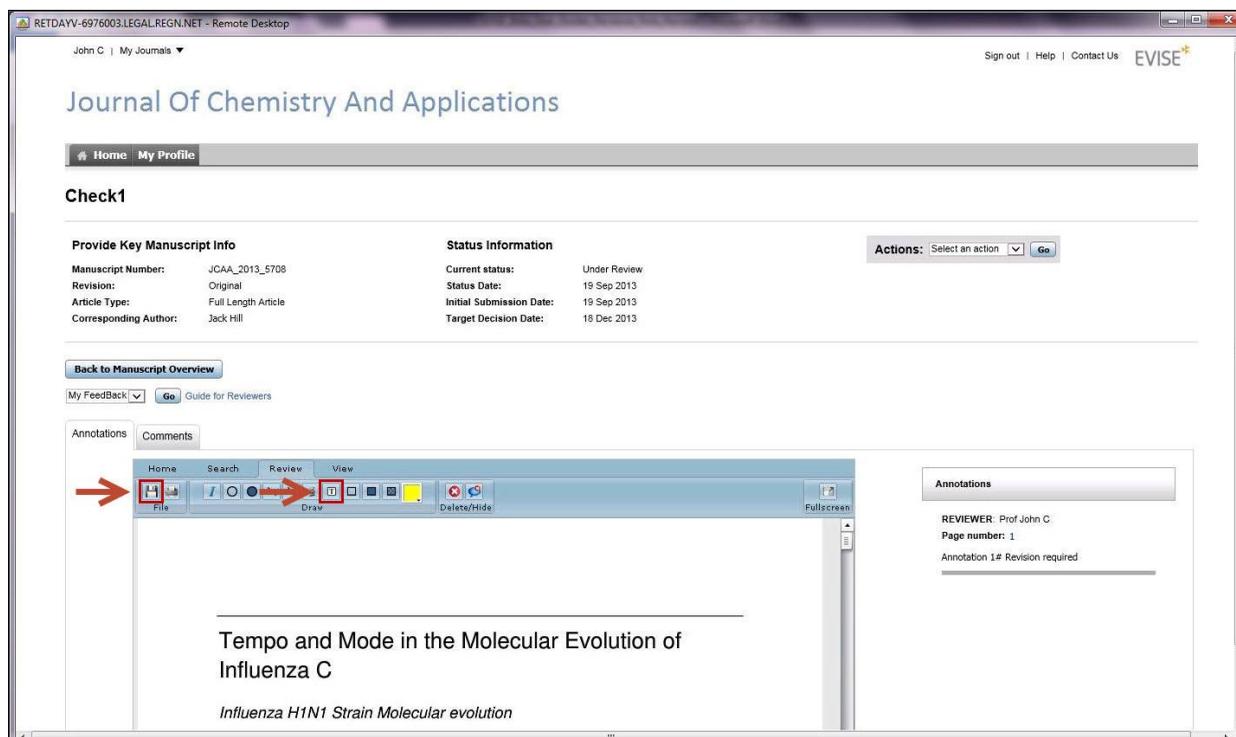
Submit Review

To submit a review, take the following steps:

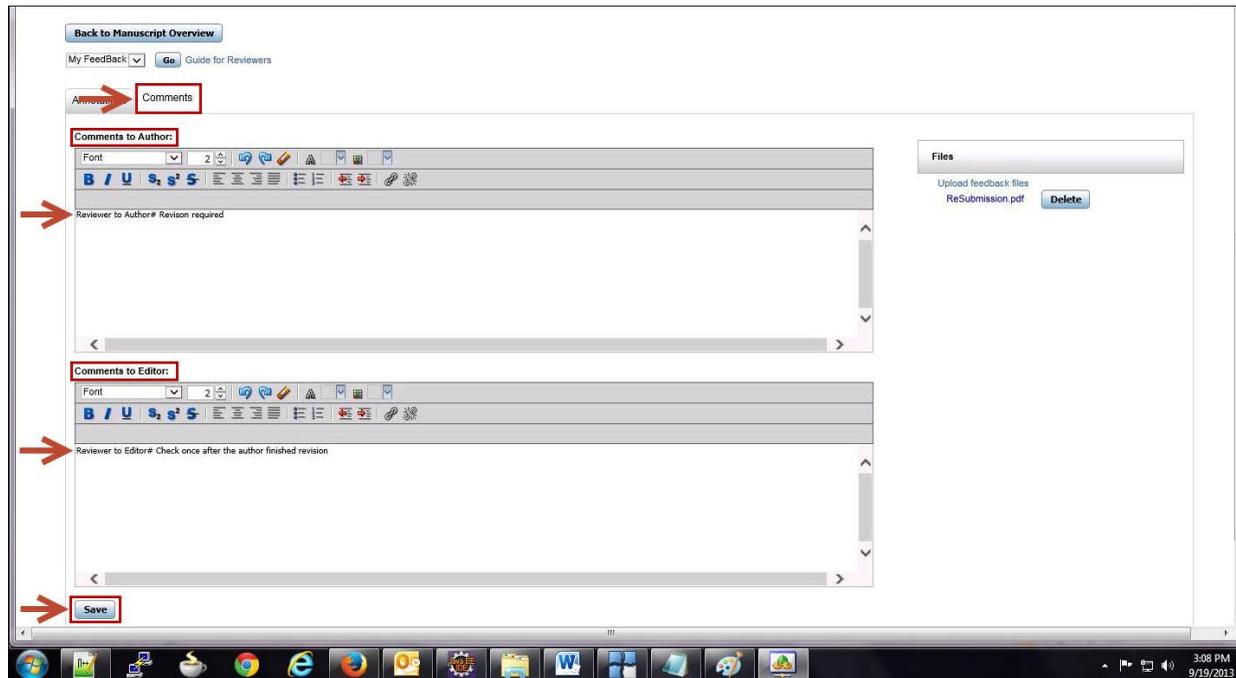
- Log in to EVISE.
- Click on the '**Provide Feedback**' button to annotate the manuscript and/or enter detailed comments.



- To annotate the manuscript, navigate to a specified section of the paper and click the 'Textbox' icon indicated by a capital 'T' in the middle of the toolbar.
- Using your mouse, create a textbox on the manuscript and type your annotations in the text field that appears below.
- Click the 'Save' icon, located **File** in the upper left hand portion of the manuscript display.
- Click the 'Save Annotations' button on the pop up window that appears.
- Click the 'Ok' button.

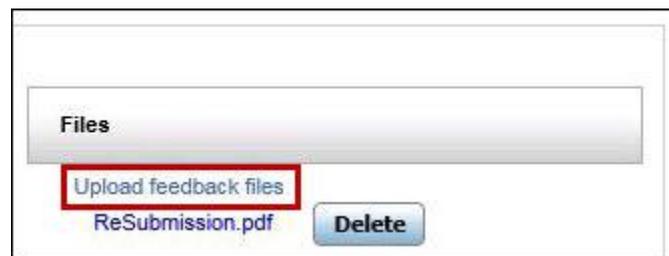


- To enter comments, click the '**Comments**' tab
- Enter your comments in the '**Comments to Author**' and/or '**Comments to Editor**' fields.
- Click the '**Save**' button.

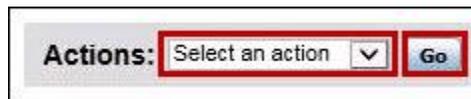


Please Note: If you do not save your annotations or comments before completing your review, your comments will not be saved.

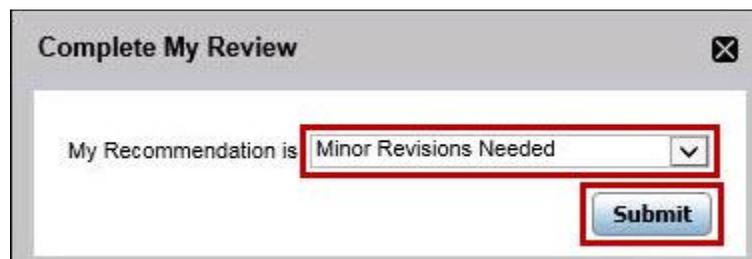
- To upload reviewer files, click '**Upload Feedback Files**' and select the file(s) to be uploaded from your computer or mobile device.



- To complete your review, select the '**Complete Review**' option from the Actions drop-down list.



- On the **Complete My review** popup window, select a recommendation and also rate the manuscript.
- Click '**Submit**'



When you are assigned a revised submission:

- EVISE checks if you had provided any feedback/comments for the previous version of submission.
- If you had provided feedback on the previous version of submission, EVISE displays an 'Author Response' link for viewing the previous review comments and author's response to the review comments.
- You are able to view the consolidated feedback and the author's response.
- As a part of the peer review process, you are provided with links to access instruction related to the peer review process.
- You are also provided links which you can access for the end document.

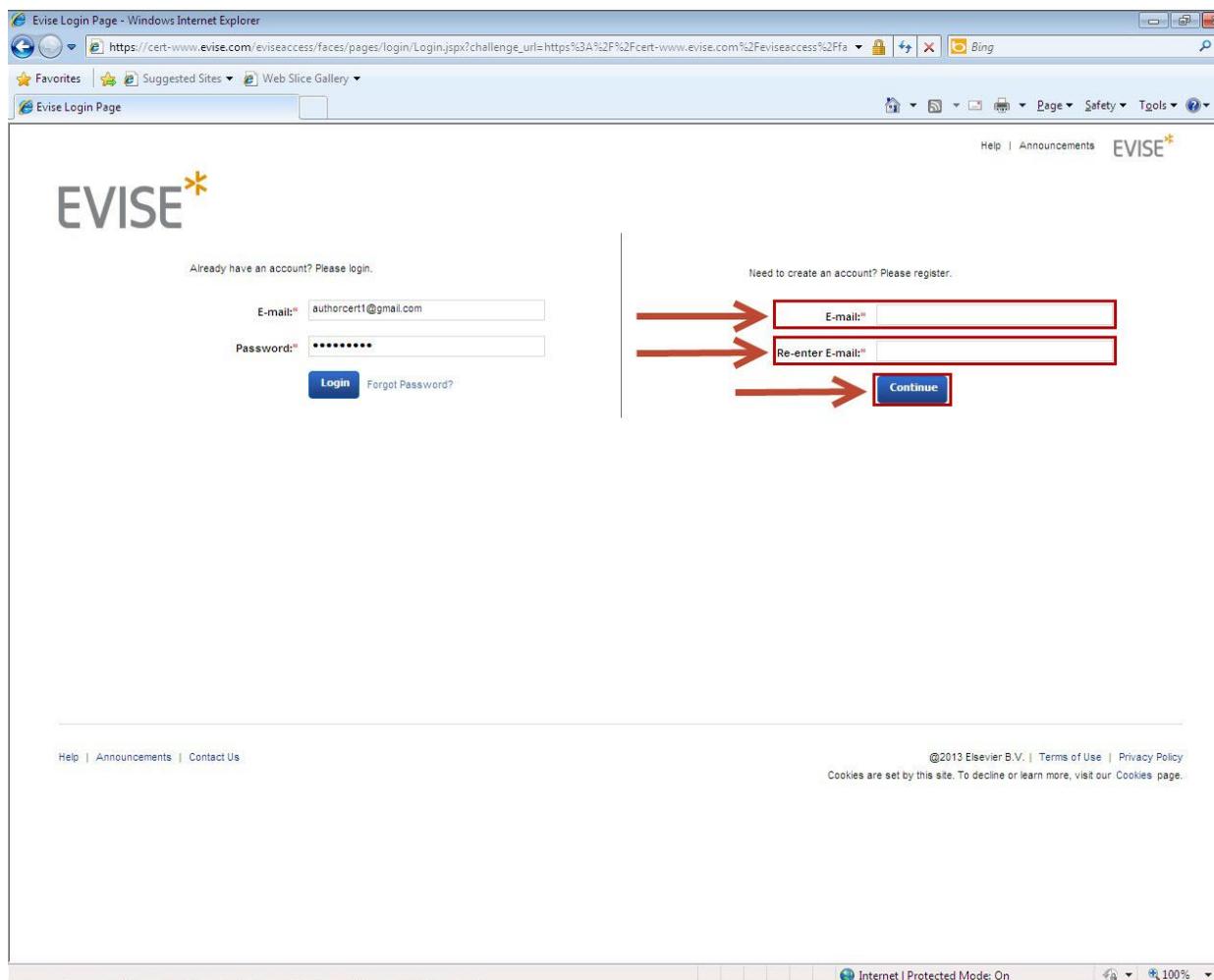
Login and Registration

Register in EVISE

Please Note: You cannot register using an email address already present in EVISE. If you attempt to do so the system will flag this as an error and will provide you with advice on how to proceed.

To register for the EVISE website, take the steps listed below.

- Navigate to the EVISE website
- On the right hand side of the screen, enter your email address in the **E-Mail** and **Re-Enter E-Mail** fields.
- Click the **'Continue'** button.



- Enter a Password, select a Security Question and provide an Answer, enter Contact Information and any Additional Information, including linking your ORCID and entering personal keywords. All mandatory fields are indicated with an asterisk (*).

Help | Announcements EVISE*

EVISE*

Account Information

E-mail: abc@gmail.com

Password:*

Verify Password:*

Security Question:† -- Please Select --

Answer:*

Password Policy

- * Password must not be longer than 12 character(s).
- * Password must be at least 7 character(s) long.
- * Password must contain at least 1 numeric character(s).
- * Password must not be one of 3 previous passwords.

Contact Information

Title/Salutation:† -- Please Select --

Given Name/First Name:*

e.g. Paul or Ahmed

Surname/Last Name:*

Address is for:† -- Please Select --

Address:*

Address Line2: (optional)

Country:† -- Please Select --

State/Province: (optional)

City:*

ZIP Code/Postal Code:*

Telephone Number:*

- To link your ORCID ID to your EVISE account, take the following steps:
- Click the '**Link to ORCID**' link. This will open a new browser window on the ORCID website.
- You will be asked to enter your ORCID username and password if you already have an ORCID account, or you can register for an ORCID if you do not.
- ORCID will then ask for your permission to share your ORCID with EES.
- If you agree, your ORCID will be linked.

*For more information about ORCID, please visit their website: [ORCID](#).

- Check the relevant tick boxes to indicate which types of communications you would like to receive from us and/or the societies whose journals we publish.
- Check the tick box to indicate that you have read and understood the Registered User Agreement.
- Click the '**Register**' button.

Additional Personal Information

ORCID provides a unique identifier that is open and community based. Please click on the 'Link to ORCID' link below to be sent to the ORCID website where you can give permission to share your ID with us.

ORCID: [Link to ORCID](#)

Personal Keywords:

Communication Preferences

Please tick the relevant boxes below to indicate which types of communications you would like to receive from us and/or the societies whose journals we publish:

- Journal announcements including 'Calls for papers' and invitations to review manuscript submissions.
- Invitations to relevant events, conferences, webinars and workshops.
- Special offers from Elsevier and its affiliates concerning relevant products and services.

I have read and understood the [Registered User Agreement](#) and agree to be bound by all of its terms.

[Register](#)

[Help](#) | [Announcements](#) | [Contact Us](#)

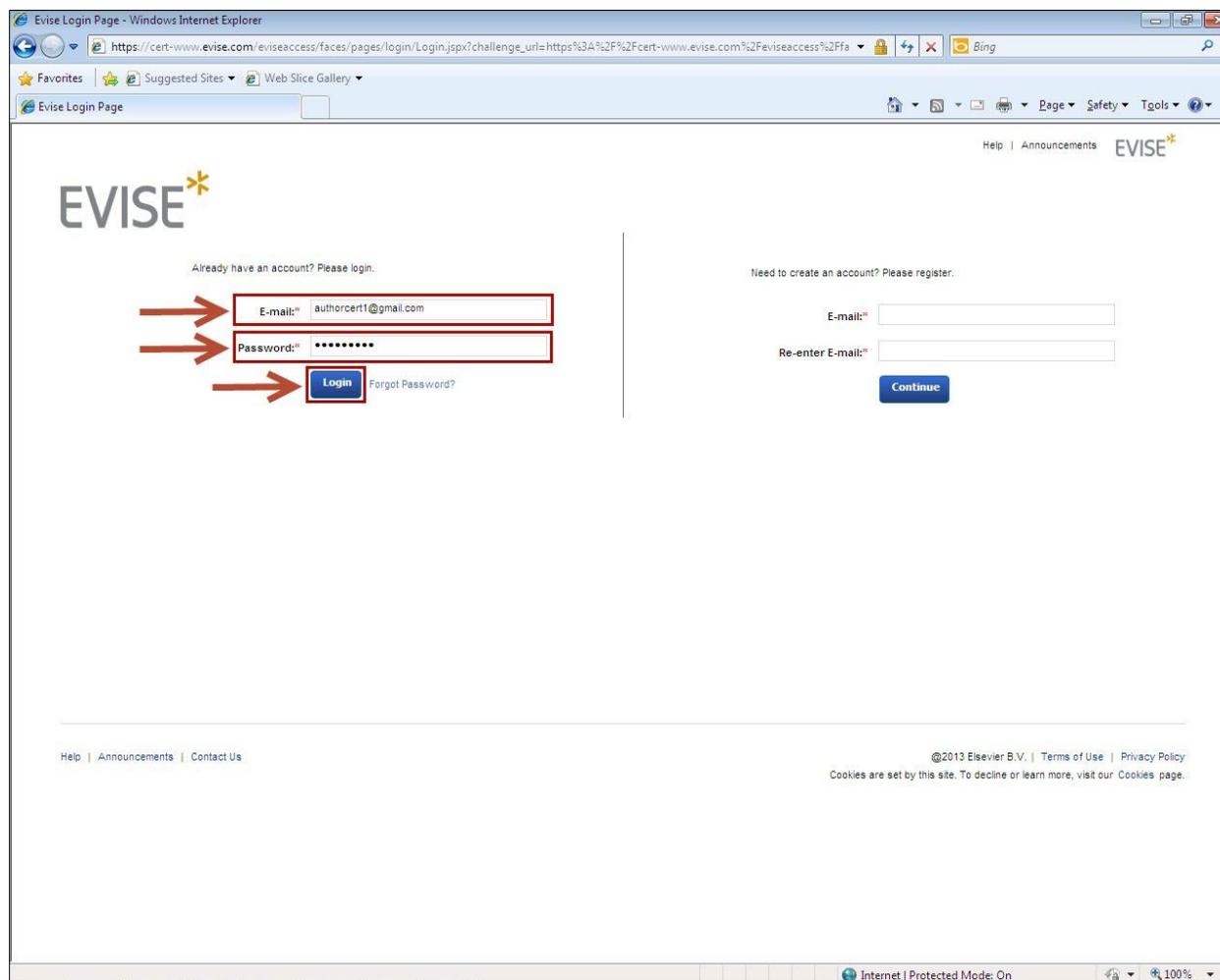
@2013 Elsevier B.V. | [Terms of Use](#) | [Privacy Policy](#)
Cookies are set by this site. To decline or learn more, visit our [Cookies page](#).

After an account has been created, you will be directed to a confirmation screen and an email will also be sent to you confirming your registration.

How to log into EVISE

For details on how to locate your journal's EVISE site [Click Here](#).

- If you are already registered for EVISE, take the steps listed below.
- Enter your **E-mail** and **Password** in the boxes provided.
- Click the '**Login**' button or hit Enter on your keyboard.

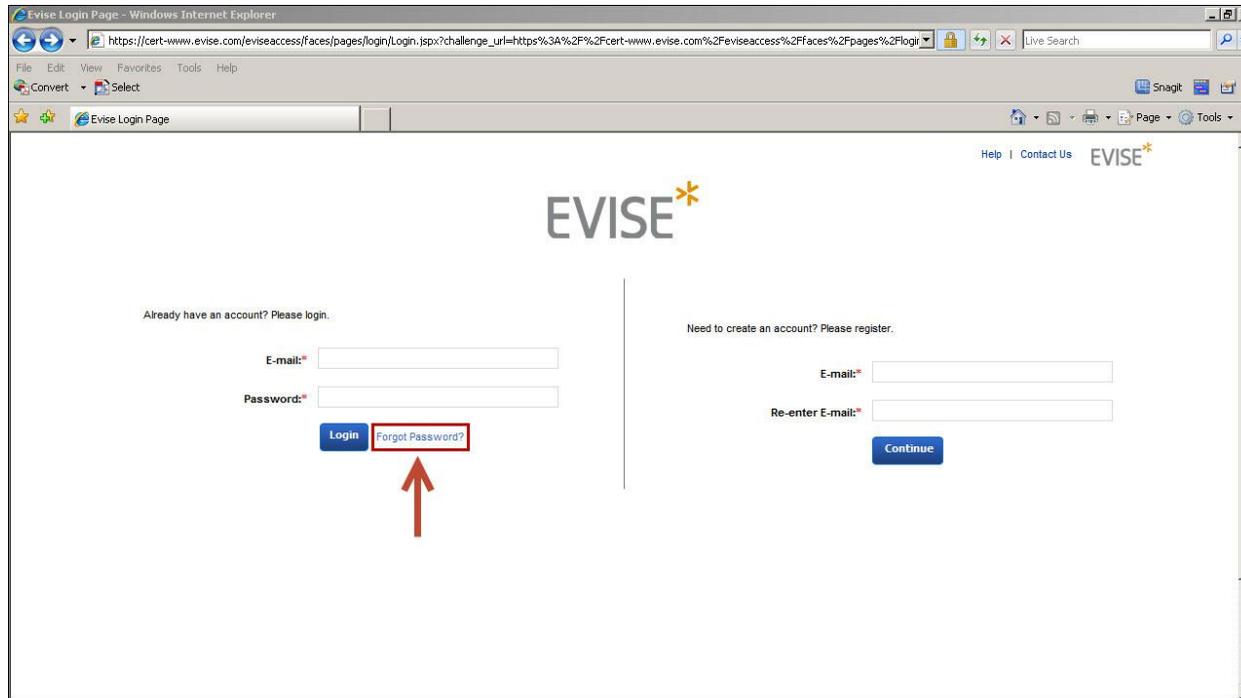


Forgotten EVISE Password

For details on how to locate your journal's EVISE site [Click Here](#).

If you have already registered but have forgotten your EVISE password, please follow the steps below to reset it.

- Click the '**Forgot Password?**' link.



- Enter your **E-mail** and click the '**Continue**' button.

Forgot Password?

If you have forgotten your Password, you must reset it.
To reset your password, please enter the email address for your account.

E-mail:

- Answer the security question and click the '**Continue**' button.

Forgot Password?

Please answer the following security question to reset your password.

What is your favourite food or drink?

Answer:

- Enter a new password in the **New Password** field, ensuring that it meets the password requirements.
- Next, enter the same password in the **Verify Password** field. The password entered in both fields must be identical.
- Click the **Confirm** button.

Reset Password

Please enter your new Password below.

After you click the Confirm button below, you will be asked to login to EVISE with your new Password.

New Password:

Verify Password:

Password Policy

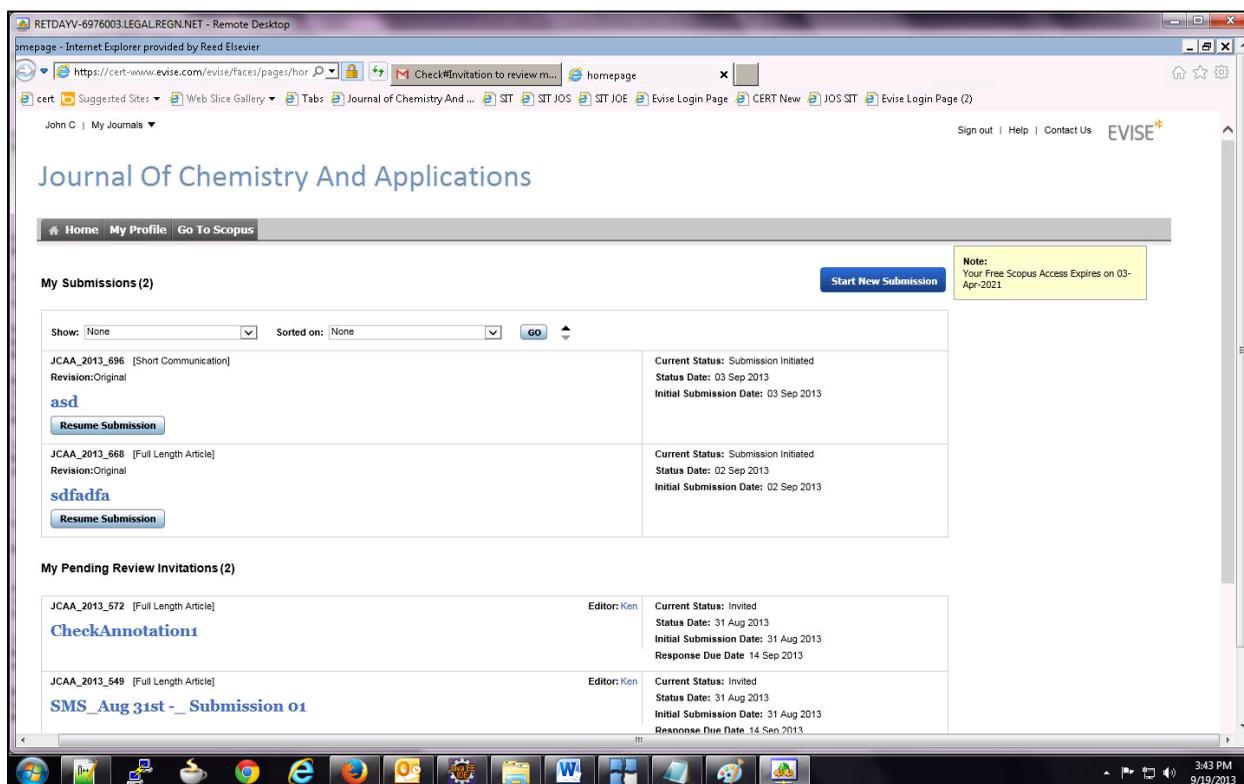
- * Password must not be longer than 12 character(s).
- * Password must be at least 7 character(s) long.
- * Password must contain at least 1 numeric character(s).
- * Password must not be one of 3 previous passwords.

If you have followed the password rules and the password is identical in both fields, you will see a confirmation screen, and be redirected to the EVISE login page.

Login to EVISE with your email address and new password.

Homepage

After successful login, the manuscript Homepage is displayed.



View Reviews on Homepage

You are always able to view the status of the submissions that you are reviewing so that you can easily see what needs to be done to the submission.

View Completed Reviews in Activity History

The **Activity History** on the user profile shows completed reviews. This can be accessed by taking the following steps:

- Click the '**My Profile**' tab at the top of the page.
- Click the '**Activity History**' section on the left hand side of the page.

The completed review assignments are shown in a table along with details such as:

- Manuscript number

- Revision
- Version
- Date invited
- Date accepted
- Date completed
- Reminders
- Status
- Recommendation
- Rating

The activity history also shows any submissions which you may have authored.

Access to Scopus

You are provided access when you accept the first review within EVISE for a period of 30 days.

If you accept another invitation, the access period is extended by another 30 days from the expiration of the current access period.

If you are uninvited or decline a previously accepted review, the access to Scopus is reduced by 30 days.

Messages

This tab provides the details of all Author communications related to the manuscript Corresponding.

- Click on the Subject field to view more details about the communication pertaining to a particular manuscript.

Revision	Subject	Correspondence Date	Status	Sender	Recipient
	Invitation to review manuscript JCAA_2013_5685 for journal Journal of Chemistry And Applications	19 Sep 2013 07:32	Invitation email	Roger W	John C
Original	Invitation to review manuscript JCAA_2013_5685 for journal Journal of Chemistry And Applications	19 Sep 2013 07:32	Invitation email	Roger W	John C
Original	New submission JCAA_2013_5685 assigned to you	18 Sep 2013 06:48	Notification	System	Roger W
Original	Author One has agreed to resubmit submission JCAA_2013_5685	18 Sep 2013 05:55	Notification	System	Anna R

Compose New Message

The Compose New Message section in the Manuscript Details view allows you to send a message to the Editor and/or Service Manager regarding your review assignment.

- Click the '**Compose New Message**' button. The Compose Message screen is displayed, where you can compose the message to the Editor and/or Service Manager and provide details about the manuscript.
- Click the '**Send Mail**' button to send your communication.

The screenshot displays the Manuscript Details view with a 'Compose Message' dialog box open. The dialog box contains the following information:

- From:** Roger W
- To:** eviseauthorone@yahoo.com,
- Subject:** JCAA_2013_5685

The rich text editor in the dialog box contains the text:

Automation Testing
Journal of Chemistry And Applications

Kind Regards,

The 'Send Mail' button at the bottom of the dialog box is highlighted with a red box and an arrow. The background shows the 'Provide Key Manuscript Info' and 'Status Information' sections.

Provide Key Manuscript Info

Manuscript Number: JCAA_2013_5685
Revision: Original
Article Type: Full Length Article
Corresponding Author: Author One

Status Information

Current status: With Editor
Status Date: 19 Sep 2013
Initial Submission Date: 19 Sep 2013
Target Decision Date: 17 Dec 2013

Compose Message

From: Roger W
To: eviseauthorone@yahoo.com,
Subject: JCAA_2013_5685

Automation Testing
Journal of Chemistry And Applications

Kind Regards,

Send Mail

Send Mail