# EVISE

# User Guide – Reviewer

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## Table of Contents

Introduction
Accept/Decline Invitation
Accept Invitation4
Decline Invitation
Submit Review
Login and Registration8
Register in EVISE
How to log into EVISE
Forgotten EVISE Password
Homepage
Access to Scopus
Messages
Compose New Message

### 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.

-	editorcert2@gmail.com 6:08 AM (27 minutes ago) 🕎 🤸
A	This message may not have been sent by: editorcert2@gmail.com Learn more Report phishing
	Ref: JCAA_2013_5713
	Title: decline
	Journal of Chemistry And Applications
	Dear Lisa R Reviewer,
	The above manuscript has been submitted for publication. We need the best quality reviewers to maintain the high standard of our publications and given your knowledge of this subject I would like to request your review. I would be grateful if you could let me know if you would be willing to meet this request.
	Regarding the time schedule: your review is expected within 14 days after your agreeing to review.
	The manuscript abstract is attached below.
	ABSTRACT:
	decline
	If you accept this invitation, I would be very grateful if you would return your review within 14 days.
	Please submit your review via the EVISE system at:
	We look forward to hearing from you regarding this review request.
	Yours sincerely,
	Editor Roger W
	Journal of Chemistry And Applications
	If you are willing to review this manuscript, please click on the link below: <u>Accept</u>
	If you are NOT able to review this manuscript, please click on the link below. We would appreciate receiving suggestions for alternative reviewers: <u>Decline</u>

### **Accept Invitation**

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

If γou are willing to review this manuscript, please click on the link below: Accept	
If you are NOT able to review this manuscript, please click on the link below. We would appreciate receiving suggestions Decline	o for alternative reviewers:

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.

EVISE*		
Decline to Review Manuscript. Thank you for considering the request to review the manuscript It would be very helpful If you could indicate why you are un	decline" ble to review this manuscript by selecting a reason from the choices below. Alternatively, you can enter a reason in the 'Additiona	I Comments' field below.
I am reviewing other papers and don't have time		
Tahoma     ▼     1     ⇒     >     ▲       B     /     U     S2     S2     S     S     S		
Formy for the inconventione.	^	
Decline	<b>`</b>	

A confirmation page appears, thanking your 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.

Check1				
Provide Key Manusc	ript Info	Status Information		Actions: Select an action V Go
Aanuscript Number:	JCAA_2013_5708	Current status:	Under Review	
Revision:	Original	Status Date:	19 Sep 2013	
Article Type:	Full Length Article	Initial Submission Date:	19 Sep 2013	
Corresponding Author:	Jack Hill	Target Decision Date:	18 Dec 2013	
View Para	wide Feedback			
View Paraver Presson Overview Eiles ( Journal Manager:	Messages History			
View Proverview Files () Dverview Files () Journal Manager: Editor:	Wide Feedback Messages History Richard M Roger W			

- 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.

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John C   My Journals 🔻					Sign out   Help   Contact Us	EVISE*
Journal O	f Chemistry Ar	nd Applications				
# Home My Profile						
Check1						
Provide Key Manusci	ript Info	Status Information		Actio	DNS: Select an action 🔽 Go	
Manuscript Number:	JCAA_2013_5708	Current status:	Under Review			
Revision: Article Type:	Original Full Lenoth Article	Status Date:	19 Sep 2013 19 Sep 2013			
Corresponding Author:	Jack Hill	Target Decision Date:	18 Dec 2013			
Annotations Comments	Search Review View				Annotations	
		Delete/Hide		Fullscreen		
					REVIEWER: Prof John C Page number: 1	
				-	Annotation 1# Revision required	
					-	
	2					
	Tempo and Mo	de in the Molecular E	volution of			
	Influenza C					
	Influenza H1N1 Strain	Molecular evolution				

- 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.

Comments	
Comments to Author:	
	Files
	ReSubmission.pdf Delete
Reviewer to Author# Revison required	
	~
<	>
Comments to Editor:	
Font 🔽 2 🗘 🕼 🖗 🔔 🦉 🏢 🕅	
B/USS'S EII EE EE Ø%	
Reviewer to Editor# Check once after the author finished revision	^
	~
	2

**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.

Files		
	5	
Distanced for a discuss. Since		
Upload feedback files		

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

	1	Texterior	
Actions:	Select an action	V	Go

- 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.

Evise Login Page - Windows Internet Explorer			
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Favorites 🛛 👍 🙋 Suggested Sites 👻 🙋 Web Slic	e Gallery 🔻		
Evise Login Page		🚹 🔻 🖾 👻 🗁 🖶 Safety 🕶 T <u>o</u> c	ils 🕶 🔞 🕶
EVISE <sup>*</sup>		Help   Announcements EVISI	*
Already have an account	? Please login.	Need to create an account? Please register.	
E-mail:*	authorcert1@gmail.com	F-mailt*	
Password:"	••••••	Pa anter E mailt <sup>a</sup>	
	Login Forgot Password?	Continue	
Help   Announcements   Contact Us		@2013 Elsevier B.V.   Terms of Use   Privacy Cookies are set by this site. To decline or learn more, visit our Cookies	Policy page.

• 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	EVIS
FVISE						
CAIRC						
ccount Information					-	
E-mail:	abc@gmail.com			1		
Password:*			Password Policy			
		1	* Password must not be longer than 12 character(s). * Password must be at least 7 character(s) long.			
Verify Password:*	Ci.		* Password must contain at least 1 numeric character(s).			
Security Question:*	Please Select		* Password must not be one of 3 previous passwords.			
Answer:*						
Contact Information						
Title/Salutation:**	Please Select 💌					
Given Name/First Name**						
Given namer namer	e.g. Paul or Ahmed					
Surname/Last Name:*						
Address is for*	Please Select					
Address:*						
Address Line2:		(optional)				
Countra	Diases Salact					
country.	- Flease 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.

DRCID provides a unique identifier that is open and community based. Please click on the 'Link to ORCID' link	${\sf k}$ below to be sent to the ORCID website where you can give permission to share your ID with us.
ORCID:	3
Personal Keywords:	
ommunication Preferences	
Please tick the relevant boxes below to indicate which types of communications you would like to receive Journal announcements including 'Calls for papers' and invitations to review manuscript submissions. Invitations to relevant events, conferences, we belians and workshops. Special offers from Elsevier and its affiliates concerning relevant products and services.	e from us and/or the societies whose journals we publish
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   Priv
	Cookies are set by this site. To decline or learn more, visit our, Cookie

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 <u>Click Here</u>.

- 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.

Evise Login Page - Windows Internet Explorer	aansellaninii aniin ismoodhallenae urlehttas 🕫 2000, 2010	_ = = ×
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🏠 🏟 🏾 🏉 Evise Login Page	<u>A</u> + D - #	🛊 🔹 🔂 Page 👻 🎯 Tools 👻
	Help I Contact Us	EVISE*
Already have an account? Please login.	Need to create an account? Please register.	
Password:*	E-mail*  Re-enter E-mail*  Continue	

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

r orgot rasswo	rd?
If you have fo	orgotten your Password, you must reset it.
To reset your	password, please enter the email address for your account
241-0729-005	
E-mail:	
E-mail:	ert1@gmail.com

• Answer the security question and click the 'Continue' button.

Forgo	t Password?
ij	Please answer the following security question to reset your passwo
	What is your favourite food or drink?
	Answer:
	Continue

- 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.

Prease enter your new Password below.	
After you click the Confirm button below, you will be asked	I to login to EVISE with your new Password.
	Password Policy
New Password:	* Password must be at least 7 character(s) long
Verify Password:	* Password must contain at least 1 numeric character
	* Password must not be one of 3 previous password
	The Aller Aller and A
Verify Password:	* Password must contain at least 1 numeric characteristic characte

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.

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age - Internet Explorer provided by Reed Elsevier			_ 8 X
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cert 🔁 Suggested Sites 🔻 🎒 Web Slice Gallery 🔻 🎒 Tabs 🎒 Journal of Chemistry And 🗿 SIT 🥘 SIT JOS 🧃 SIT JOE	🗿 Evise Login Page 🧧 CERT New 🎒 JOS SIT 🎒 Evise Login Pag	ge (2)	
John C   My Journals 🔻		Sign out   Help   Contact Us E\/ICE	*
Journal Of Chemistry And Applications		C VISC	
# Home My Profile Go To Scopus			
My Submissions (2)	Start New Submission	Note: Your Free Scopus Access Expires on 03- Apr-2021	
Show: None V GO 🔶			
JCAA_2013_696 [Short Communication]	Current Status: Submission Initiated		
Revision:Original	Status Date: 03 Sep 2013 Initial Submission Date: 03 Sep 2013		
asd			
Resume Submission			
JCAA_2013_668 [Full Length Article]	Current Status: Submission Initiated		
- 3C- 3C-	Initial Submission Date: 02 Sep 2013		
Resume Submission			
My Pending Review Invitations (2)			
JCAA_2013_572 [Full Length Article] Editor: Ken	Current Status: Invited		
CheckAnnotation	Status Date: 31 Aug 2013		
	Response Due Date 14 Sep 2013		
JCAA_2013_549 [Full Length Article] Editor: Ken	Current Status: Invited		
SMS_Aug 31st Submission 01	Status Date: 31 Aug 2013		
	Response Due Date 14 Sep 2013		
	11		

### **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.

					1
Revision	Subject	Correspondence Date	Status	Sender	Recipient
$\rightarrow$	Invitation to review manuscript JCAA_2013_6685 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		Invitation email	Roger W	John C
Original	New submission JCAA_2013_5685 assigned to you		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.

Provide Key Manuscript Info	Status Information	Actions: Select an action
Manuscript Number: JCAA_2013_5685	Current status: With Editor	
Revision: Original	Status Date: 18 Sep 2013	
Article Type: Full Length Article	Initial Submission Date: 18 Sep 2013	
Corresponding Author: Author One	Target Decision Date: 17 Dec 2013	
	Require *****	
	Compose Message	
View Manuscript Provide Feedback View Author	Response Select Revie	
• )( )( )( )	From Roper W	
Overview Elles Messades A History	Manana Bayloware	
CVENTER THES INCOMING A MISTORY	To▼ eviseauthorone@yahoo.com;	
	Subject JCAA_2013_5685	Compose New Message
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Revision Subject		ender Recipient
Original Institution to review menucerint ICAA	2842 SESS for journal Journ	
Criginal Instation to review manuscript JCAA	zers_sees to joanta sean	
Original Invitation to review manuscript JCAA	2013_5685 for journal Journal Journal of Chemistry And Applications	oger W John C
Original New submission JCAA_2013_5685 as	signed to you	iystem Roger W
Original Author One has agreed to resubmit a	ubmission JCAA_2013_5685	ystem Anna R
	Kind Repards	-
	in a rugal day	×
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		Cookies are set by this site. To decline or learn more, visit our Cookies pa
		🔽 🍋 Internet   Protected Mode: On